

Food Defense Plan



**Responsible
Transportation**

INTERNAL USE ONLY

Food Defense Plan

Version 1.0

Last updated: 5/28/2013

Updated by: Chase Greiner

Approved by: _____

Emergency Contacts at Federal Agencies
(Alphabetical by Agency)

Centers for Disease Control and Prevention

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24-hour operations center
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Federal Bureau of Investigation

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24-hour operations center
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Food and Drug Administration

Office of Emergency Operations
24-hour emergency number
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Food and Drug Administration Office of Criminal Investigations (OCI)

Terry Vermillion, Director – OCI
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301-294-4030
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Chicago Field Office
630-769-5520

Kansas City Field Office
913-541-7400

Austin Resident Office
512-349-2599

Los Angeles Field Office
949-366-4600



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General Inside Security

4. Does your facility have food defense measures inside the establishment?

	Yes	No	N/A
Is there an emergency lighting system in the facility?			
Does your plant have <u>monitored</u> security cameras (CCTV)?			
Does your plant have an emergency alert system that is tested regularly?			
Are the locations of controls for emergency alert systems clearly marked?			
Are all restricted areas (<i>i.e.</i> , areas where only authorized employees have access) clearly marked?			
Are visitors, guests, and other non-employees (<i>e.g.</i> , contractors, salespeople, truck drivers) restricted to non-product areas unless accompanied by an authorized employee?			
Does local law enforcement (including the fire department) have up-to-date copies of facility layouts/blueprints?			
Are procedures in place to check toilets, maintenance closets, personal lockers, and storage areas for suspicious packages?			
Do you regularly take inventory of potentially dangerous tools and utensils (<i>e.g.</i> , knives)?			
Do you regularly take inventory of keys to secured/sensitive areas of the facility?			
Are ventilation systems constructed in a manner that provides for immediate isolation of contaminated areas or rooms?			

5. Are the controls for the following systems restricted (*e.g.*, by locked door/gate or limiting access to designated employees) to prevent access by unauthorized persons? (Helpful information is provided at the following website: www.cdc.gov/niosh/bldvent/2002-139.html)

	Yes	No	N/A
Heating, Ventilation, and Air Conditioning systems?			
Propane Gas?			
Water systems?			
Electricity?			
Disinfection systems?			
Clean-in-place (CIP) systems or other centralized chemical systems?			



Slaughter and Processing Security

10. Which of the following food defense procedures does this facility have in place for its slaughter and processing operations?

	Yes	No	N/A
Is access to product production/slaughter and holding pen areas restricted to establishment employees and FSIS inspection personnel only?			
Are lines that handle and transfer products, water, oil, or other ingredients monitored to ensure integrity?			
Are packages of ingredients examined for evidence of tampering before use?			
Is access to in-plant irradiation equipment and materials restricted?			
Are records maintained to allow easy trace-back of raw materials to suppliers?			
Are records maintained so as to allow easy trace-forward of finished products to vendors?			

Storage Security

11. Which of the following food defense procedures does your facility have in place for its storage areas?

	Yes	No	N/A
Is access to raw product storage areas, including cold and dry storage areas restricted (e.g., by locked door/gate or other) to designated employees?			
Is an access log maintained for raw product storage areas?			
Is access to non-meat ingredient storage areas restricted to designated employees only?			
Is an access log maintained for non-meat ingredient storage areas?			
Is access to finished product storage areas restricted to designated employees?			
Is access to external storage facilities restricted to designated employees only?			
Do you conduct regular security inspections of storage facilities (including temporary storage vehicles)?			
Do you maintain records on facility security inspections results?			
Is the inventory of restricted ingredients (i.e., nitrites, etc) checked against the actual use of such ingredients on a regular basis?			
Are product labels and packaging held in a controlled manner to prevent theft and misuse?			
Is the inventory of finished products regularly checked for unexplained additions and withdrawals from existing stock?			



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15. Which of the following food defense procedures does your facility have in place for handling incoming shipments?

	Yes	No	N/A
Is access to loading docks controlled to avoid unverified or unauthorized deliveries?			
Is advance notification from suppliers (by phone, e-mail, or fax) required for all incoming deliveries?			
Are suspicious alterations in the shipping documents immediately investigated?			
Are all deliveries checked against the roster of scheduled deliveries?			
Are unscheduled deliveries held outside facility premises pending verification?			
Are off-hour deliveries accepted?			
If off-hour deliveries are accepted, is prior notice of the delivery required?			
If off-hour deliveries are accepted, is the presence of an authorized individual to verify and receive the delivery required?			
Are less-than-truckload (LTL) or partial load shipments vehicles checked?			
Are incoming shipments of raw product, ingredients, and finished products required to be sealed with tamper-evident or numbered seals (and documented in the shipping documents)? Are these seals verified prior to entry?			
Do you check incoming shipments of raw product, ingredients, and finished products at the receiving dock for evidence of tampering?			
Is the FSIS Public Health Veterinarian notified immediately when animals with unusual behavior and/or symptoms are received?			
Are the feed and drinking water supplies for live animals protected from possible intentional contamination?			
Are transportation companies selected with consideration of the company's ability to safeguard the security of product/animals being shipped?			
Do the transportation companies perform background checks on drivers and other employees who have access to product/animals?			
Have your ingredient suppliers taken steps to strengthen food defense in their facilities and during transport?			
When choosing your compressed gas vendor do you consider whether or not they have implemented food defense measures?			
When choosing your packaging materials and labels vendor do you consider whether or not they have implemented food defense measures?			

16. Does this facility allow returned goods, including returns of U.S. exported products, to enter the plant?



Yes

No [GO Question 18 under Water and Ice Security]



Personnel Security

20. Which of the following food defense procedures does your facility have in place for ensuring that personnel adhere to the security requirements?

	Yes	No	N/A
Are background checks conducted on all employees and contractors (both permanent and seasonal) who will be working in sensitive operations?			
Do all plant employees receive training on security procedures as part of their orientation training?			
Are employees, visitors, and contractors (including construction workers, cleaning crews, and truck drivers) identified in some manner at all times while on the premises?			
Does your plant control access by employees and contractors entering the plant during <u>working</u> hours (e.g. coded doors, receptionist on duty, swipe card, etc.)?			
Does your plant control entry of employees and contractors into the plant during <u>non-working</u> hours (e.g. access limited by key card or code number)?			
Does your plant have a way to restrict temporary employees and contractors (including construction workers, cleaning crews, and truck drivers) to areas of the plant relevant to their work?			
Is there some manner to identify personnel with their specific functions/assignments/departments (e.g., corresponding colored uniforms)?			
Is an updated shift roster (i.e., who is absent, who the replacements are, and when new employees are being integrated into the workforce) kept by management for each shift?			
Does your plant allow personal items within production areas?			
Do you inspect employee lockers?			
Are employees and/or visitors restricted as to what they can bring (cameras, etc.) into the plant?			
Are employees prohibited from removing company-provided clothing or protective gear from the premises?			