

## Security of incoming products and supplies

- Obtain supplies only from approved sources
- Identify and inspect incoming materials for signs of tampering, contamination or damage
- Establish delivery schedules
- Do not accept unexplained, unscheduled deliveries or drivers
- Investigate delayed or missed shipments
- Supervise unloading of incoming materials, including those deliveries made during non-business hours
- Limit and monitor access of delivery truck personnel in food processing and storage areas
- Do not receive, store, or process deliveries that have been unattended or unsecured at any time

## Crisis management plan

- Establish strategies to respond to tampering and other malicious, criminal, or terrorist actions
  - Identify, segregate and secure affected product
  - Develop procedures to quickly provide product traceback and traceforward data
- Maintain current telephone numbers of regulatory agencies and local emergency management
  - Make available to key management and plant personnel
- Establish internal communication system (e.g., email, written notice, telephone) to inform and update staff
- Establish external communication system to inform law enforcement, regulatory agencies, and the public
- Establish a consumer complaint program and be responsive to consumer complaints and concerns
- Develop a written recall plan to recover implicated product and conduct mock recalls to evaluate the plan

## Security and safety of water and ice

- Secure and restrict access to water wells
- Conduct periodic, random microbiological and chemical testing of well water
- Periodically inspect potable water lines and tanks for possible tampering
- Ensure water systems and trucks are equipped with backflow prevention
- Limit ice machine access to authorized personnel only
- Obtain and review municipal water testing report and notification

*Firms should develop a culture in which food defense is recognized as a high priority. Staff should be made aware of the risks and potential costs to your industry. Food defense will work only with the commitment of management and the cooperation of employees.*

### For additional information on food defense and food safety contact:

**California Department of Public Health  
Food and Drug Branch  
PO Box 997435, MS 7602  
Sacramento, CA 95899-7435  
(916) 650-6500**

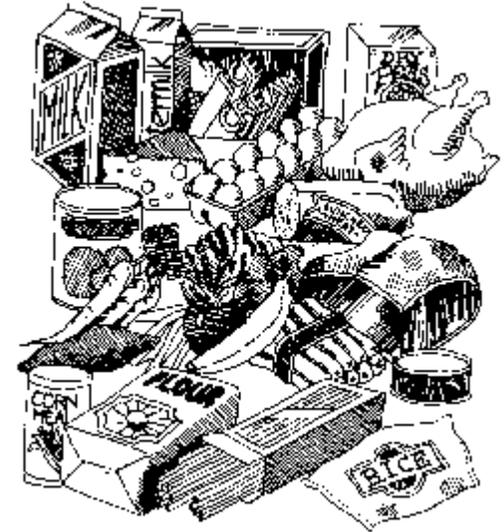
<http://www.cdph.ca.gov/Pages/default.aspx>

Additional web sites of interest:

[www.cfsan.fda.gov](http://www.cfsan.fda.gov)

[www.fsis.usda.gov](http://www.fsis.usda.gov)

[www.bt.cdc.gov](http://www.bt.cdc.gov)



# Food Defense: Your Responsibility

A Guide to Food Defense for  
Food Processors and Distributors



California  
Department of Public Health  
Food and Drug Branch

**T**errorism awareness and preparedness are a significant part of our daily lives, especially since the attack that occurred on September 11, 2001. The food supply has been identified as a potential terrorist target. Bacteria, viruses, toxins, and chemicals can be used to intentionally contaminate foods. These agents can cause illness and death or may result in significant economic harm to individual firms and the food industry as a whole. Prevention is the key to reducing the risk of intentional contamination. Food processors and distributors are responsible for taking the necessary steps to ensure the safety of the food they provide. This guide will assist in designing and implementing a food defense plan to help reduce the risk of food contamination.

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### **What is a food defense plan?**

Food defense refers to the prevention of intentional attacks on the food supply. Food defense plans assess the risk of an attack and identify control measures to minimize the risks. All food processors and distributors should prepare a food defense plan specific to their product(s) and facility. Processors and distributors should review all components below and implement those measures appropriate for their facilities.

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### **Implement a food defense plan**

- Identify responsible person(s) for developing and updating the food defense plan
  - Define roles and responsibilities for key staff
  - Conduct risk assessment to:
    - Identify threats
    - Establish vulnerabilities and determine what should be protected
    - Identify measures to reduce risk
    - Review security measures and exercise/review security plans
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### **Food defense training**

- Train employees regarding the food defense plan including prevention, detection, and response to intentional food contamination
  - Provide periodic reminders and encourage staff support
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### **Personnel security – staff/visitors**

- Conduct pre-employment screening, background checks, criminal record checks and INS checks where appropriate
  - Assure contractors, vendors, temporary employees comply with company security policies
  - Limit areas of access to authorized personnel only
  - Establish a system of employee and visitor identification
  - Track employee arrivals and departures from the facility
  - Restrict personal items to designated areas and enforce their proper storage
  - Be alert to unusual or suspicious behavior of all employees
  - Promptly restrict access of terminated employees
  - Keep a visitor log and escort all visitors while on premises
  - Verify & confirm the identity of delivery drivers, vendors, and repair and service technicians
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### **Physical security – outside/inside perimeters**

- Inspect incoming and outgoing vehicles, packages and briefcases
  - Identify and secure boundaries to adequately control access to facility
  - Secure and monitor grounds surrounding the facility (e.g., security guards, security equipment, signs, fencing)
  - Secure and/or lock all access to storage tanks and lines
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- Monitor, control and secure access points where ingredients are received, stored, and/or pumped throughout the facility
  - Ensure that employees and visitors park in designated parking areas
  - Provide adequate lighting inside and outside of the facility
  - Install alarms to detect break-ins
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### **Physical security – storage**

- Limit access to toxic chemicals to authorized personnel only
  - Limit toxic chemicals to only those required for operation and maintenance of the food facility
  - Maintain storage tanks, facilities under tamper-proof lock and/or seal
  - Keep track of incoming materials and materials in use
  - Investigate missing or extra stock or other irregularities
  - Ensure that individual consumer packages are tamper-evident or tamper-proof, where practical
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### **Transportation security**

- Strictly control loading and receiving docks
    - Limit access to docks to authorized personnel
    - Inspect vehicles before entry
  - Develop security procedures for drivers
    - Report suspicious or unusual circumstances
  - Develop security and locking procedures for vehicles
    - Require drivers to secure and lock equipment while they are on the road
  - Track location of delivery trucks
    - Develop time logs for trips and equip trucks with communication and/or tracking equipment
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