

Level of Priority High, Medium, Low, or N/A	<b>C. Choosing Suppliers</b>		Schedule	Implemented
_____	<p><b>C1. Purchase all food ingredients, food products, packaging materials, and other foodservice supplies only from reputable suppliers who have appropriate permits or licenses as applicable.</b> Priority consideration should be given to suppliers who furnish foods manufactured using food security plans and measures. Obtain a signed agreement that suppliers will comply with applicable policies and procedures of the school's food biosecurity management plan.</p> <p>Some questions you might ask to determine if a supplier is reputable:</p> <ul style="list-style-type: none"> <li>• Are you currently licensed and inspected by state and/or federal health authorities? (Request a copy of the Certificate of Inspection and license or permit as applicable).</li> <li>• Do you have references? (Request contact information for references).</li> <li>• Do you have a Hazard Analysis Critical Control Point (HACCP) plan in place?</li> <li>• Do you have a Crisis Management Plan in place?</li> <li>• Do you have a recall plan in place?</li> <li>• Can you provide letters of guarantee?</li> </ul>	Assigned to:  Deadline:  Comments:	<input type="checkbox"/>	
_____	<p><b>C2. Keep a list of phone numbers of suppliers and alternate suppliers (for situations when regular suppliers are unable to provide product) readily available.</b> Notify staff of where the list will be kept.</p>	Assigned to:  Deadline:  Comments:	<input type="checkbox"/>	
_____	<p><b>C3. Require all food suppliers, including central kitchens, to use tamper-proof packaging on foods they ship to your school.</b> An example of a tamper-proof seal is a numbered seal on an intact food package with matching number on the shipping documents. If product is delivered with a broken seal, reject it.</p>	Assigned to:  Deadline:  Comments:	<input type="checkbox"/>	
_____	<p><b>C4. Require suppliers to provide advance notification (by phone, e-mail, fax, or schedule of delivery) for all deliveries—especially off-hour deliveries.</b> Suppliers should provide pertinent details about the shipment—for example, the name of the driver, estimated time of delivery, what and how much will be delivered. Determine in advance that unscheduled deliveries will be either rejected or held outside school premises until shipment can be verified and inspected.</p>	Assigned to:  Deadline:  Comments:	<input type="checkbox"/>	

Source: U.S. Department of Agriculture, Food and Nutrition Service. (2004).  
*A biosecurity checklist for school foodservice programs: Developing a biosecurity management plan.*  
Available at <http://schoolmeals.nal.usda.gov/Safety/biosecurity.pdf>.

Level of Priority High, Medium, Low, or N/A	<b>C. Choosing Suppliers</b> (continued)		Schedule	Implemented
_____	<p><b>C5. Meet with local vendors to increase awareness about food security issues.</b> For example, local vendors should agree to use tamper-evident packaging for fresh products, such as lettuce or other produce. Vendors should know about transport security safeguards (e.g., use of same drivers/same routes, no unattended deliveries, reseal/relock delivery trucks) and personnel security measures (e.g., employee background investigations). (This should be consistent with suggestion M1.)</p>	Assigned to:  Deadline:  Comments:	<input type="checkbox"/>	
_____	<p><b>C6. Consider use of foods processed using alternative technologies (e.g., irradiated meat, ultra-pasteurized milk) because they may be less vulnerable to adulteration by certain contaminants.</b></p>	Assigned to:  Deadline:  Comments:	<input type="checkbox"/>	