

Level of Priority High, Medium, Low, or N/A	J. Foodservice/ Food Preparation Areas		Schedule	Implemented
_____	<p>J1. Create a diagram or map that defines the boundaries of all foodservice areas as well as locations of specific activities within the foodservice area. This should include self-service bars and school stores if applicable. This diagram will be useful in several ways: to visualize the entire setup and flow of the foodservice operation, and as a visual aid for training purposes. You might begin your diagram with a blueprint of the school.</p>	Assigned to: Deadline: Comments:	<input type="checkbox"/>	
_____	<p>J2. Determine which foodservice areas should be restricted. Particular attention should be paid to critical production areas where products are uniformly mixed (e.g., mixers/blenders) or produced in large batches (e.g., bulk storage containers for fluid products). Restricted areas should also include food storage areas and chemical storage rooms. Define who is allowed within restricted areas and when.</p>	Assigned to: Deadline: Comments:	<input type="checkbox"/>	
_____	<p>J3. Mark the restricted foodservice areas and develop procedures for controlling entry by non-foodservice employees. This policy should address the access of all non-foodservice staff such as school administrators, principals, teachers, maintenance staff, parents, students, and visitors. (This should be consistent with suggestion M6).</p>	Assigned to: Deadline: Comments:	<input type="checkbox"/>	
_____	<p>J4. Restrict and control access to central controls for airflow, HVAC, water systems, electricity, and gas within foodservice areas.</p>	Assigned to: Deadline: Comments:	<input type="checkbox"/>	
_____	<p>J5. Alarm emergency exits and self-locking doors that can be opened only from the inside per local and state fire and building codes.</p>	Assigned to: Deadline: Comments:	<input type="checkbox"/>	
_____	<p>J6. Secure (lock, seal, equip with a sensor device) all doors, windows, roof openings, vent openings, and outside refrigeration/storage units at all times.</p>	Assigned to: Deadline: Comments:	<input type="checkbox"/>	

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_____	J7. Make sure at least one authorized employee is present in the foodservice area at all times when the area is not secure. With new employees, it may be advisable to have more than one person on duty at the same time.	Assigned to: Deadline: Comments:	<input type="checkbox"/>
_____	J8. Inspect ingredient packages prior to use for evidence of tampering. Examples of evidence are a broken seal (for unopened packages) or discoloration of food inside package (for leftover and resealed packages).	Assigned to: Deadline: Comments:	<input type="checkbox"/>
_____	J9. Prohibit outside foods and medications in foodservice areas (for example, “personal” foods or food brought in for storage or reheating by students or employees). For safety reasons, provide an alternate storage place to secure personal foods and medications outside of foodservice areas. (This should be consistent with suggestion I7).	Assigned to: Deadline: Comments:	<input type="checkbox"/>
_____	J10. Identify how and where to isolate suspected contaminated food or foodservice products. Designate an area for holding distressed food and food items held for testing. <i>Be careful: do not disturb a possible “crime scene”—evidence may be destroyed.</i> (This should be consistent with suggestion B4).	Assigned to: Deadline: Comments:	<input type="checkbox"/>
_____	J11. Document where ingredients and foods are stored and prepared in the foodservice operation. If an ingredient or food is determined to be contaminated, you need to be able to trace where that item is, where that item was, and where it came from. Trace foods by keeping thorough production and inventory records that include the lot and/or code numbers from ingredient packaging that are used and where the finished product was stored or served. This may be accomplished with flow charts or logs and a HACCP plan. (See resources)	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>.

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_____	<p>J12. Do not allow the foodservice areas to be used for “special events” such as parent/teachers dinners or public events unless operated by the regular foodservice staff. Allowing the foodservice facility to be used by unknown and untrained people decreases the security of your foodservice operation.</p>	Assigned to: Deadline: Comments:	<input type="checkbox"/>
_____	<p>J13. Monitor all foodservice areas for signs of suspicious activity or unauthorized entry. This includes self-service areas such as buffets and salad bars, receiving, outside storage, and solid waste disposal.</p>	Assigned to: Deadline: Comments:	<input type="checkbox"/>