

Food Security Plan Management

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- Identify a food security management team and food security management coordinator - assign clear responsibilities.
- Develop and implement a food security plan. Include procedures for handling threats, product tampering, and an evacuation plan.
- Ensure corrective action prevents products from entering commerce.

- Include recall procedures and safe handling/ disposal of products contaminated with chemical or biological agents.



- Establish relationship with laboratories.
- Detail how to notify law enforcement and public health officials if threat received or evidence of tampering observed.
- Identify specially designated entry points for emergency personnel

- List contacts of Local, State and Federal officials – update regularly.
- Train management – Practice drills – Review the plan.
- Conduct food security inspections to verify plan.

- Encourage employees - consider award system for food security consciousness.
- Investigate and report threats or tampering immediately.
- Pre-establish liaison between authorities.

Outside Security

- Secure plant boundaries. Post several “No Trespassing” signs.
- Monitor plant perimeter for signs of suspicious activity or unauthorized entry.
- Install outside lighting sufficient to allow detection of unusual activities.

- Secure access points by guards, alarms, cameras.
- Emergency exits should be alarmed and have self-locking doors that can be opened only from the inside.

- Doors, windows, roof openings, vent openings, trailer bodies, railcars and bulk storage tanks should be secured (e.g., locks, seals, sensors) at all times.



- Protect/monitor access to outside storage tanks used for hazardous materials and potable water supply.
- Maintain updated personnel list with open or restricted access.



- Control entry into establishments (e.g., picture IDs, sign-in/out etc.).
- Inspect incoming/outgoing vehicles for unusual cargo or activity.
- Locate visitor parking areas away from the main facility. Authorize entry with placards, decals, etc.
- Verify truck deliveries against a roster of scheduled deliveries. Hold unscheduled deliveries outside premises pending verification of shipper and cargo.

Inside Security

- Mark restricted areas inside the plant clearly.
- Restrict/control access to controls for air, water, electricity, and gas.
- Place updated plant layout schematics at strategic locations.
- Use air system that provides immediate isolation of contaminated areas or rooms

- Clearly mark and test emergency alert systems.
- Control access to in-plant laboratory facilities
- Restrict visitors, guests and other non-plant employees.
- Protect computer data systems..



Slaughter and Processing Security

- Monitor the operation of equipment (blenders, choppers, poultry chill tanks, etc.) to prevent product tampering.
- Identify, segregate and secure products.
- Ensure trace-back and trace-forward of all raw materials and finished products. Verify projected/actual use of restricted ingredients daily.
- Examine returned goods before salvage or rework.

- Verify integrity of packages before use.
- Identify personnel with their specific functions (e.g., colored garb).
- Maintain personnel rosters daily and distributed to supervisors.



Storage Security



- Control access for all product and ingredient storage areas.
- Inspect all storage facilities and record results.
- Inventory all hazardous chemicals daily.
- Secure/isolate hazardous chemical storage areas.

Shipping and Receiving Security

- Use tamper-proof, numbered seals on outgoing shipments.
- Require incoming shipments have tamper-proof, numbered seals. Compare to shipping documents prior to entry.
- Be suspicious of any alterations and thoroughly investigate.
- Lock and seal all trailers on the premises when not loading/unloading.

- Establish off-hour deliveries policy and require presence of authorized personnel to verify and receive the shipment.
- Examine packaging integrity at receiving.



- Require advance notification (phone, e-mail, fax) from all suppliers for all incoming deliveries. Include details.
- Notify the person in charge if animals show unusual behaviors.
- Secure all loading docks.
- Always consider food security when selecting suppliers.



Water and Ice Supply Security

- Secure outside access to wells, potable water tanks and ice-making equipment.
- Control access to in-plant ice-making equipment and ice storage facilities.
- Inspect potable and non-potable water lines in food processing areas.
- Arrange for immediate notification by local health officials if potability of the public water supply is compromised.

Mail Handling Security

- Handle mail in a separate room or facility, away from in-plant food production/processing operations.
- Train mail handlers to recognize/handle suspicious pieces of mail using U.S. Post Office guidelines.

Personnel Security

- Use positive identification/recognition of all employees.
- Control entry of employees during both working and non-working hours.
- Require background check on new hires (seasonal, temporary, permanent, and contract workers) before hiring.

- Provide orientation training on security procedures to employees.
- Establish and enforce policy on personal items allowed inside facility.



- In the event of a biosecurity-related emergency, first contact your local law-enforcement authority.
- If you have questions or need clarification about the guidelines, contact the FSIS Technical Service Center at:
1-800-233-3935
- For additional copies of the guidelines, go to: <http://www.fsis.usda.gov>