

# Keep America's Food and Agriculture Safe

You are on the front line of defense for protecting America's food supply systems. Since Sept. 11, 2001, USDA has intensified work with federal, state and local authorities to bolster our food supply from the farm to the table. Here are some suggestions for ways you can help:

## Plan

*Make a plan to prevent and manage risk.*

- Develop a risk management plan to identify vulnerable points and corrective measures; conduct periodic audits; maintain ongoing vigilance.
- Identify a food protection management team with a coordinator. Train each team member in food protection issues.
- Identify emergency levels for operation shutdown and appoint emergency shutdown managers.
- Identify emergency evacuation managers and processes; conduct evacuation drills regularly.
- Provide easy access to a local, state, and federal government emergency contact list and update it regularly.

## Educate and Screen

*Train employees and screen potential hires.*

- Train all employees, especially those working at the most vulnerable points in your operation.
- Provide orientation training for new employees on food protection practices and vigilance.
- Put experienced and trusted employees at vulnerable points.
- Encourage employees to report any suspicious activities.
- Conduct appropriate background checks regularly for all employees.
- Establish, implement and train all handlers in security protocols for your mail, supplies, and equipment deliveries.

## Secure

*Secure your processing plant—including the physical boundaries, premises within the plant, and the materials and personnel going in and out of the facility.*

- Physically secure the boundaries and storage areas of your processing plant.
- Designate limited and specific entry and exit points for people and vehicles.
- Secure all access and exit doors with modern security systems and guards, if needed.
- Secure all doors, windows, vents, other openings such as false ceilings and roof vents, and storage tanks at all times.
- Secure and account for all keys. Use electronic keys wherever possible.
- Lock up hazardous chemicals, keep an inventory, and investigate the disposition of any missing chemicals.
- Restrict access to data processing systems and laboratory databases. Use firewalls and secure passwords, changing them routinely.
- Restrict access to laboratories, storage areas, water and energy systems, data processing rooms, and locker rooms.
- Inventory all incoming raw ingredients. Include information about the sources and date of shipment, as well as finished, stored, and shipped products.



- Restrict access to outside water tanks, any accessible water supplies, and conveying water pipes.
- Restrict access to ice machines.

## Monitor

*Constantly monitor your processing system from beginning to end, including any water.*

- Monitor all vulnerable points daily, more often if necessary. Immediately take necessary corrective measures.
- Maintain a photo ID system for employees; require identification and escorts for visitors at all times in your facility.
- Ensure adequate light in the perimeter areas.
- Install electronic surveillance inside and outside of your facility and storage areas.
- Schedule and inspect all vehicles going in and out of your facilities.
- Regularly update your restricted access list. Routinely update security guard copies.
- Be aware of any suspicious activity. Check early and late hours of employees who are not normally required to be working then.
- Conduct daily inspections of the lines feeding into various processing equipment, such as grinders and mixers.
- Have a system to track your processes, from incoming ingredients to the finished and stored product, to identify any possible points of contamination at any time—during processing or later.
- Inspect the integrity of packaging material before shipping.
- Inspect water storage and conveying lines inside and outside of the plant regularly.

## Report

*Report any suspicious activity.*

- No threats should be treated lightly.
- Make sure everyone knows how to report suspicious or unusual activities.
- Unscheduled maintenance, deliveries, or visitors are to be considered suspicious.

**If you see anything suspicious,  
call your local officials.**

*(Fill in your local emergency information here.)*

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