

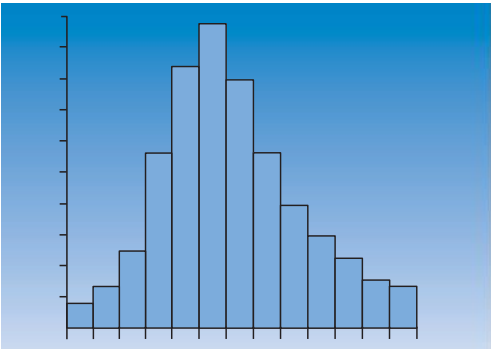


CIFOR Industry Guidelines

Foodborne Illness Response Guidelines For Owners, Operators and Managers of Food Establishments



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Member Organizations

- Association of Food and Drug Officials (AFDO)
- Association of Public Health Laboratories (APHL)
- Association of State and Territorial Health Officials (ASTHO)
- Centers for Disease Control and Prevention (CDC)
- Council of State and Territorial Epidemiologists (CSTE)*
- Food and Drug Administration (FDA)
- U.S. Department of Agriculture (USDA)
- National Association of County and City Health Officials (NACCHO)*
- National Association of State Departments of Agriculture (NASDA)
- National Association of State Public Health Veterinarians (NASPHV)
- National Environmental Health Association (NEHA)

*CIFOR is co-chaired by CSTE and NACCHO.

CIFOR Industry Guidelines:

- Are targeted to owners, operators, and managers of retail food establishments;
- Aid industry staff in understanding their recommended actions in a foodborne illness outbreak investigation; and
- Provide guidance and tools to encourage members of industry to take an active and educated role in outbreak response and investigation.

Development of the CIFOR Industry Guidelines

These guidelines were developed by the CIFOR Industry Workgroup, an ongoing public/private partnership consisting of experts from all levels of government and the food industry. CIFOR is a multidisciplinary collaboration that includes representatives of local, state and federal agencies with expertise in the fields of epidemiology, environmental health, and laboratory science as well as representatives from the food industry who are active members of the standing CIFOR Industry Workgroup. This collaboration, chaired by the Council of State and Territorial Epidemiologists and the National Association of County and City Health Officials, was organized to improve methods at the local, state, and federal levels to detect, investigate, control, and prevent foodborne disease outbreaks. The federal agencies represented on CIFOR include USDA’s Food Safety and Inspection Service and HHS’s Food and Drug Administration and Centers for Disease Control and Prevention.

Intended Audience and Purpose of the CIFOR Industry Guidelines

The CIFOR Industry Guidelines were developed as *voluntary* guidance for owners, operators, and managers of retail food establishments (“Industry”) to help outline, clarify, and explain Industry’s recommended role in a foodborne illness outbreak investigation. The CIFOR Industry Guidelines are not intended to replace pre-existing company guidelines or local, state, or federal regulations or procedures. Instead, the CIFOR Industry Guidelines are to be used as a reference document to create Industry procedures where none may exist, complement existing procedures to fill gaps and update establishment-specific procedures, and to develop specific training content for staff.

The CIFOR Industry Guidelines provide step-by-step approaches to important aspects of outbreak response such as preparation, detection, investigation, control, and follow-up. The CIFOR Industry Guidelines also describe key information to assist Industry in understanding what to expect when first notified of potential illnesses and provide tools to help guide Industry through the process. Additionally, the CIFOR Industry Guidelines serve to provide Industry with a better understanding of how efforts to implement recommended and/or required safe food practices on a day-to-day basis can inform and support a foodborne outbreak investigation. By



using the CIFOR Industry Guidelines and its tools, Industry can take an active and educated role in outbreak response and investigation thereby reducing negative health impact to the public and negative economic impact to their businesses.

CIFOR Industry Guidelines Contents

Contents in the [CIFOR Industry Guidelines](#) include both information and tools centered on the following topics:

- [Outbreak Investigation Preparation — Recommendations for Food Establishments](#)
- [Food Establishment Self-Assessment](#)
- [Media](#)
- [Store Closure and Reopening](#)
- [Control Measures](#)
- [Flow Diagram for Guidelines and Tools](#)
- [Terms and Definitions](#)
- Tools
 - Tool 1 [Illness Complaint Tracking Log Form](#)
 - Tool 2 [Customer Foodborne Illness Complaint Form](#)
 - Tool 3A [Menu Ingredient Listing Form](#)
 - Tool 3B [Example Menu Ingredient Listing](#)
 - Tool 4 [Employee Communications Meeting](#)
 - Tool 5 [Employee List Form](#)
 - Tool 6 [Employee Health Assessment Form](#)
 - Tool 7A [Employee Illness Decision Guide](#)
 - Tool 7B [Example of Employee Illness Decision Quick Guide For Person-In-Charge \(For Non-Highly Susceptible Population Establishments\)](#)
 - Tool 7C [Poster: My Story Could Change Your Life](#)
 - Tool 7D [Poster: Do I Feel Well Today?](#)
 - Tool 7E [Poster: I Should Have Stayed Home](#)
 - Tool 7F [Poster: Would You Want These People In Your Kitchen?](#)
 - Tool 7G [Poster: Don't Let What Happened To Me Happen To You](#)
 - Tool 8 [Product Sampling Procedure](#)
 - Tool 9 [Sample Chain of Custody Form](#)
 - Tool 10 [Distributor and Supplier Information Form](#)
 - Tool 11 [Sample Food Establishment Food Safety Checklist Form](#)
 - Tool 12 [Food Flow Chart Form](#)
 - Tool 13 [Example Employee Workstation Schematic](#)
 - Tool 14 [Sample Re-Opening Self Inspection Checklist Form](#)



Contact CIFOR

For more information about CIFOR visit: www.cifor.us For more information about the CIFOR Industry Guidelines visit: <http://cifor.us/projind.cfm>

Contact CIFOR at info@cifor.us

CIFOR Council to Improve Foodborne Outbreak Response
Detect • Investigate • Control • Prevent

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