

FOOD ESTABLISHMENT SELF-ASSESSMENT

In the event of an outbreak, the Food Establishment owner/operator/manager should be aware that the Regulatory/Health Authority may conduct an environmental assessment. Work closely with investigators to answer questions, provide information and ensure cooperation by employees.

- A Food Establishment owner/operator/manager should consider completing a Food Safety Checklist as a means of assessing existing operations for food safety risks. (Refer to TOOL 11 –SAMPLE FOOD ESTABLISHMENT FOOD SAFETY CHECKLIST FORM.) Keep the completed form(s) on file and be prepared to share with the Regulatory/Health Authority. **If food safety risks are identified, address them immediately and tell the Regulatory/Health Authority what actions were taken.** If unsure how to minimize the risk, work with the Regulatory/Health Authority to establish the most appropriate means of dealing with it.
- Identify if there were any unusual circumstances that occurred during the suspected time in question (e.g., power outage, broken equipment, large unexpected order, labor shortage, etc.). Be advised that the FDA Food Code requires reporting of an imminent health hazard. (8-404.11)
- Be prepared to answer questions regarding receiving, storage, thawing, preparation/cooking, holding, cooling and serving of suspected food items or ingredients. (Refer to Appendix TOOL 12 – FOOD FLOW CHART FORM.)
- If an employee is identified as a possible cause of the outbreak, provide an employee work location schematic that shows where they worked (prep, service, washing etc.) including date and times they worked. (Refer to Appendix TOOL 13 – EXAMPLE OF EMPLOYEE WORK STATION SCHEMATIC.)

- Identify appropriate prevention and control measures.
 1. If the Regulatory/Health Authority identifies the potential cause/agent and the Food Establishment still has the product on-hand, immediately pull AND hold the implicated product under the same conditions it would usually be stored (i.e., if refrigerated, keep it that way, etc.)– STOP SELLING THE ITEM.
 2. Do not discard food products until the Regulatory/Health Authority directs the Food Establishment to do so. (Remember, the Regulatory/Health Authority may want to collect food samples.)