Somerset County Vocational & Technical Schools

FOODSERVICE BIOSECURITY MANAGEMENT PLAN

INTRODUCTION

WHAT is "FOOD BIOSECURITY"?

"Food Biosecurity" is the protection of food from bioterrorism or any intentional use of biological and chemical agents for the purpose of causing harm.

HOW DOES "FOOD BIOSECURITY DIFFER FROM "FOOD SAFETY"?

"Food Biosecurity" focuses on ways to limit the opportunity for someone to intentionally contaminate food for the purpose of causing harm or death. "Food Safety" focuses on ways to limit naturally occurring food contaminates and those caused by cross contamination and time/temperature abuse.

WHAT is OUR "FOOD BIOSECURITY MANAGEMENT PLAN"?

Our "Food Biosecurity Management Plan" is our District's way to prepare for the threat of bioterrorism or a crisis emergency to our foodservice operation. This "Food Biosecurity Management Plan" contains policies and procedures to minimize the risk of intentional contamination of food and reduce the risk of illness or death in our school community.

Our plan includes strategies for preventing threats and incidents of product tampering and food contamination. It also contains step by step actions to implement if a biosecurity or crisis incident occurs. This manual has been developed as an emergency readiness plan to help protect the lives and health of the children and adults in our school environment.

This plan is in compliance with N.J. A.C. 2:36-1.13 and the USDA's "Biosecurity Checklist for School Foodservice Programs".

FOODSERVICE
BIOSECURITY MANAGEMENT PLAN

Table of Contents

A- Communication..... 1

B- Handling A Crisis..... 7

C- Choosing Suppliers..... 10

D- Receiving/Inspection..... 12

E- Storage Areas..... 14

F- Storing Food..... 16

G- Hazardous Chemicals..... 17

H- Foodservice Equipment..... 18

I- Foodservice Personnel..... 19

J- Foodservice/Food Preparation Areas..... 20

K- Outside the School Building..... 22

L- Water and Ice Supply..... 23

M- General Security..... 24

N- Handling Mail & Money..... 26

O- Training..... 27

P- Plan Maintenance..... 28

A-COMMUNICATION

School Foodservice Biosecurity Management Team Information

School District Name: Somerset County Vocational & Technical Schools

School District/Address: 14 Vogt Drive, Bridgewater, NJ 08807

1-Team Leader:	Raelene Sipple
Work/ Office Phone	908-526-8900 ext 7274
Cell Phone	908-413-4825
Team Responsibilities	
2- Alternate Team Leader:	Rob Presuto
Work/ Office Phone	908-526-8900 ext 7212
Cell Phone	201-655-2690
Team Responsibilities	
3- Member:	John Heinbach
Work/ Office Phone	908-526-8900 ext 7285
Cell Phone	908-420-2139
Team Responsibilities	
4- Member:	
Work/ Office Phone	
Cell Phone	
Team Responsibilities	
5- Member:	
Work/ Office Phone	
Cell Phone	
Team Responsibilities	

A-COMMUNICATION

Chain of Command

Contact the Food Service Director immediately if a biosecurity emergency occurs or if there are any suspicions of a possible biosecurity or crisis. The Food Service Director will then contact the Biosecurity Team Leader and Superintendent. If the Food Service Director is unavailable contact the "Second Food Service Responder". In the event that the Second Responder is unavailable, contact the "Third Food Service Responder".

1-Food Service Director/1st Contact:	Jamie Harka
Work Phone	973-598-0005
Cell Phone	484-560-7885
Pager	
Home Phone	
E-Mail	jharka@maschiofood.com
Home Address	
2- Food Service/ 2nd Contact:	Katie Filosa
Work Phone	973-598-0005
Cell Phone	973-296-3650
Pager	
Home Phone	
E-Mail	kfilosa@maschiofood.com
Home Address	
3- Food Service/3rd Contact	
Work Phone	
Cell Phone	
Pager	
Home Phone	
E-Mail	
Home Address	
4- Biosecurity Team Leader :	Raelene Sipple
Work Phone	908-526-8900 ext 7274
Cell Phone	908-413-4825
Pager	
Home Phone	
E-Mail	rsipple@scvts.net
Home Address	
5- Superintendent:	Robert Presuto
Work Phone	908-526-8900 ext 7212
Cell Phone	201-655-2690
Pager	
Home Phone	
E-Mail	rpresuto@scvts.net
Home Address	

6- Business Administrator:	Raelene Sipple
Work Phone	908-526-8900 ext 7274
Cell Phone	908-413-4825
Pager	
Home Phone	
E-Mail	rsipple@scvts.net
Home Address	
7- Principal/School #1:	Michael A. Meyer
Work Phone	908-526-8900 x7234
Cell Phone	
Pager	
Home Phone	
E-Mail	mmeyer@scvts.net
Home Address	
8- Principal/School #2:	
Work Phone	
Cell Phone	
Pager	
Home Phone	
E-Mail	
Home Address	
9- Principal/School #3:	
Work Phone	
Cell Phone	
Pager	
Home Phone	
E-Mail	
Home Address	
10-	
Work Phone	
Cell Phone	
Pager	
Home Phone	
E-Mail	
Home Address	
11-	
Work Phone	
Cell Phone	
Pager	
Home Phone	
E-Mail	
Home Address	

A-COMMUNICATION

Local & State Agency Emergency Contacts

Agency	Phone #	Contact	Address
Any Emergency	911 or 1-866-4-SAFE-NJ		
Police Department	908-722-4111	Chief of Police Paul Payne	505 Rt 202-206 N Bridgewater, NJ 08807
Fire Headquarters	908-218-0129		North Bridge & Foothill Road, Somerville, NJ 08876
Water Department	908-735-8616		43 Leigh St, Clinton, NJ
County Health Department	908-231-7155	Pal Masaba	27 Warren Street Somerville, NJ 08876
State of New Jersey Water Quality	NJ DEP Hotline 877-927-6337		
NJ Department of Agriculture	609-984-0692		
NJ Department of Health	609-292-7837		

A-COMMUNICATION

Utility & Community Relief Emergency Contacts

Company	Phone #	Contact	Address
Electric Company PSE&G	732-764-0954		P.O. Box 14444 New Brunswick, NJ 08807
Water Company NJ American Water Co	800-272-1325		PO Box 371331 Pittsburgh, PA 15250
Sanitation & Sewage Active Disposal Service	908-722-8484		10 Polhemus Lane Bridgewater, NJ 08807

A-COMMUNICATION

Master Keys to Foodservice Operation

School	Contact	Work Phone	Cell Phone		
Somerset County Vocational Technical High School	John Heinbach	908-526-8900 ext. 7285	908-361-5798		
Somerset County Vocational Technical High School	Jamie Harka	973-598-0005	484-560-7885		
Somerset County Vocational Technical High School	Raelene Sipple	908-526-8900 ext. 7274	908-413-4825		

B- HANDLING A CRISIS

1. An evacuation plan will be clearly posted in each school. An evacuation plan for each school is attached.

2. Entry points will be clearly marked for first responders. Entry points for all school locations are attached.

3. Invoices for all food and supplies purchased will be kept at the Food Service Director's office in a fireproof file cabinet.

4. All schools are completing production records with HACCP, recipe and brand information. Inventory records will also be maintained in each building and updated monthly. Bids for foodservice will be kept at the Food Service Director's office. Originals will be filed at the Board of Education in the Business Administrator's office. This will help when tracking food ingredients and consumption.

5. Should food be found unfit for consumption or a recall occurs, the Food Service Director will be contacted immediately. All products will be located and removed from service. The FSD will designate an area for storage. The FSD will make the necessary arrangements for the removal of contaminated or recalled food. The proper authorities will be called as necessary.

6. A contact list of all foodservice suppliers will be kept by the Food Service Director, Foodservice Biosecurity Team Leader and the 2nd and 3rd Foodservice Contacts.

7. If the water source is suspected to be contaminated, the local health department and water department will be contacted.

8. All schools will have in stock at all time at least one 12 ounce serving of water for all students and staff enrolled in the building.

9. All schools will have at least one meal, per student and staff enrolled in the building, which does not require cooking or refrigeration.
   Breakfast: Cereal, Canned Juice, Graham Crackers, Non-Fat Dry Milk
   Lunch: Peanut Butter/Sunbutter, Jelly, Crackers, Canned Fruit, Canned Juice and Fruit/Grain Bar

10. If electrical power is out, schools will use items in refrigerators and freezers that pose no food safety danger. Each building manager will be certified in Sanitation so that they are aware of foods that are safe to serve.

11. A "Biosecurity Report Form" will be completed by the Food Service Director or Foodservice Biosecurity Team Leader whenever anyone throughout the District receives a threat or observes or suspects product tampering. "Biosecurity Report" form is attached.

12. The HAZMAT unit will be contacted by the Food Service Director or Foodservice Biosecurity Team Leader if there is any suspicion that the airflow is contaminated with biological or other contaminants.

BIOSECURITY REPORT FORM

Date	
School	
Time Report Received	
How Was Report Received *(phone, e-mail, fax)*	
Who Made Report	
Reporter's Contact Info Address Phone Number E-Mail:	
Describe Report	
Actions Taken	
Additional Comments	

Signature Verification: _____

Date: _____

C-CHOOSING SUPPLIERS

1. Food and other foodservice supplies will be purchased from reputable dealers.

2. A contact list of all foodservice suppliers will be kept by the Food Service Director, Foodservice Biosecurity Team Leader and the 2nd and 3rd Foodservice Contacts. This list is attached. 

3. A copy of each supplier's Board of Health Certification or licensing will be kept on file by the Food Service Director.

4. All food suppliers will deliver food with a tamper proof seal. Food items will be matched to an invoice by the receiving person.

5. If a product is received with a broken seal, it will be rejected and returned.

6. Unscheduled deliveries will be rejected or returned unless advance notification is provided.

7. Suppliers will provide the school with any HACCP or Biosecurity measures that may be in place.

8. All suppliers will sign an agreement that they will comply with our Foodservice Biosecurity Management Plan. Agreement form is attached.

9. Tamper-evident packaging will be discussed with, and requested from our vendors that supply our schools with fresh produce.

Biosecurity Agreement Form
Foodservice Supplier

As a representative of our entire company, I agree that our company and all our employees will follow all policies and procedures of the **SOMERSET COUNTY VOCATIONAL & TECHNICAL SCHOOLS** Foodservice Biosecurity Management Plan. I have read the plan and understand all the requirements stipulated for foodservice suppliers.

Foodservice Company Name: Mashcio's Food Services

Representative's Name (Print):

Representative's Title (Print): Supervisor

Representative's Signature: Milena Chomiak

Date: 10/16/2026

D-RECEIVING/INSPECTION

1. Doors at loading docks will be closed and locked when not in use.
2. A Food service employee will be assigned to verify and receive food shipments and supplies.
3. During after business hours the head custodian on duty will be the authorized person to verify and receive deliveries.
4. Deliveries will be verified against an invoice and/or order sheet.
5. All delivery staff will be required to sign in on our "Foodservice Supplier Receiving/Delivery Sign-In Form". Form is attached.
6. Suppliers will be required to keep delivery trucks on the school premise locked when not being loaded or unloaded.
7. Deliveries from any unknown source will not be accepted.
8. Food service personnel will be trained to identify packaging that is unacceptable.
9. Any food item or supply that is not delivered in a sealed container will not be accepted and will be returned for credit.
10. Any food item delivered that was not part of the original order will be rejected.
11. The person inspecting and receiving product will sign his or her name to invoice.
12. Suppliers will be notified of the school's policy for receiving.
13. The Food Service Director and Foodservice Biosecurity Team Leader will be notified immediately if product tampering is suspected in any delivery.

FOODSERVICE SUPPLIER
RECEIVING/DELIVERY SIGN-IN FORM

Date	Time	Company	Delivery Person's Name	Delivery Person's Signature

E-STORAGE AREAS

1. All food storage and supply areas will be locked when food service personnel are not present.

2. A list of all personnel who have keys to open food storage and supply areas will be kept on file by the Food Service Director.

3. Delivery personnel will be monitored by a food service person during delivery.

4. Only food service personnel will be allowed in food storage areas unsupervised.

5. All storage facility locks will be checked monthly by the foodservice manager in each building, to insure they are working properly. Results will be kept on the "Storage Lock Security Form". In the event a lock is not securing supplies, the Food Service Director will be notified. The lock will be replaced immediately. "Storage Lock" form is attached.

STORAGE LOCK SECURITY FORM

Date	Time	Unit Checked	Inspected By *(Print Name & Sign)*	Results of Inspection	Action Taken If Unsatisfactory

F-STORING FOOD

1. Thermometers will be placed visibly in all refrigerators and freezers.

2. Alarms will be maintained in good working order on walk-in refrigerators and freezers.

3. All leftover foods will be labeled with name of product and date.

4. Any foods not labeled or dated will be discarded.

5. Any bulging or leaking cans will be discarded properly.

6. The FIFO (first "In" first "Out") method of inventory will be practiced.

7. All chemicals will be stored away from food and other food related supplies.

G-HAZARDOUS CHEMICALS

1. Hazardous chemicals will be stored away from food storage areas.

2. "Material Safety Data Sheets" will be readily available for food service staff.

3. Employees will be trained to use chemicals properly.

4. Manufacturers' instruction for use of hazardous chemicals will be followed.

5. Employees handling hazardous chemicals will be trained to monitor inventory of usage on a daily basis. An inventory of hazardous chemicals will be maintained by the foodservice department monthly. Unusual usage discrepancies will be investigated by the Food Service Director immediately.

6. Emergency contact and medical information regarding each food service employee will be kept in the event of chemical exposure.

H-FOOD SERVICE EQUIPMENT

1. Employees will be instructed to look for signs of wear, tear and tampering before operating equipment.

2. All equipment will be kept sanitized and clean to sight and touch.

3. Food slicers will be sanitized between each specific task.

4. An emergency supply of disposable paper goods, sufficient to serve at least one day of District meals, will be in stock at all times. These will be used in emergency cases such as when trays or utensils are contaminated.

FOODSERVICE TRANSPORTATION EQUIPMENT

1. A school vehicle will be purchased solely for the use of transporting food and food supplies.

2. When not in use, the vehicle will be locked at all times.

3. The vehicle will be kept in a locked and secure area during hours of non-operation.

4. The driver will be trained to conduct a thorough inspection each day to assure the vehicle has not been tampered with.

5. The inside of the vehicle will be periodically sanitized.

6. Food items will be transported in sealed units.

I-FOODSERVICE PERSONNEL

1. A daily sign in sheet for all foodservice staff will be maintained.

2. Food service employees will wear a uniform and nametag/ID that clearly identifies them as school foodservice employees.

3. Food service personnel files with be kept in a secure and confidential area by the Food Service Director and Human Resource Department.

4. Prior to hiring, a background check will be performed on all food service applicants.

5. Food service personnel will be required to have a health check prior to hiring.

6. All personal belongings will be kept in an area separate from the work area.

7. Hands will be washed and gloves will be worn at critical points.

8. A 24- hour camera will monitor food lines at all times.

9. All visitors and any unauthorized person must report to the main office before entering any foodservice area. They must complete a sign-in form and obtain a "School Visitor's Badge". An authorized school representative will accompany them to the appropriate food service site.

J-FOODSERVICE /FOOD PREPARATION AREAS

1. Access to central controls for airflow, HVAC, water systems, electricity, and gas within the foodservice area will be restricted to all people except the head of maintenance and head custodian in each building.

2. All emergency exits and self-locking doors that can only be opened from the inside will contain alarms.

3. All doors, windows, roof openings, vent openings and outside refrigeration/storage units will be locked at all times.

4. One authorized employee will be present in the food service area during all operating times.

5. All ingredient packages will be inspected prior to use for possible tampering or discoloration of food.

6. The foodservice will not permit any outside foods and/or medications from students, school staff or foodservice employees to be stored in the foodservice area.

7. The Food Service Director or Foodservice Biosecurity Team Leader will be notified of any suspected contaminated food or foodservice products and will designate an area for storage.

8. All schools are completing production records with HACCP, recipe and brand information. Inventory records will also be maintained in each building and updated monthly. Bids for foodservice will be kept at the Food Service Director's office. Originals will be filed at the Board of Education in the Business Administrator's office. These procedures will help when tracking food ingredients and consumption.

9. The food service area will not be used for "special events" unless a member of the food service staff is on the food service premise.

10. All foodservice areas including salad bars, condiment stations, receiving docks, outside storage and solid waste disposal areas will be continuously monitored for any signs of suspicious activity or unauthorized entry by all foodservice staff and the Foodservice Biosecurity Management Team.

K-OUTSIDE the SCHOOL BUILDING

1. The outside area used for receiving will be well lit. Lights will be on at dusk and also, if necessary, when foodservice employees arrive for work in the morning.

2. School security will monitor school property daily, including the entry of all vehicles on school property.

L-WATER & ICE SUPPLY

1. The ice-making equipment will be restricted from non-food service personnel.

2. The drains and water lines in the food production areas will be periodically monitored for tampering.

3. Bottled water will be kept on the premises at all times as an alternate source of water.

4. Procedures for notification of unsafe water have been established with our water supplier. They will contact the Biosecurity Team Leader immediately if our water supply is unsafe to drink or use. Periodic communication will be maintained with our local water supplier to insure that the correct phone numbers and contacts are maintained.

M-GENERAL SECURITY

1. All job candidates (permanent and substitutes) must pass a background security check prior to hiring.

2. Random inspections of foodservice employees' lockers will be conducted by the Food Service Director and/or the Foodservice Biosecurity Team Leader.

3. All foodborne illnesses will be reported on the "Foodborne Illness Incident Report" form located in our HACCP Manual.

4. All computer systems are protected with passwords, network firewalls and an effective virus detection system.

5. Emergency alert systems will be tested by the main office.

6. All visitors and any unauthorized person must report to the main office before entering any foodservice area. They must complete a sign-in form and obtain a "School Visitor's Badge". An authorized school representative will accompany them to the appropriate food service site.

7. A list of current employees who have keys or access to keys will be maintained on file, along with a list of what the keys are used for.

8. Upon the notification, dismissal or resignation of an employee they will be required to relinquish their identification badge and any keys if applicable. They will be required to sign and date a form indicating the items returned to the District.

9. All truck drivers and delivery personnel will be required to show identification at the receiving area. All delivery staff will be required to sign in on our "Foodservice Supplier Receiving/Delivery Sign-In Form".

10. All areas of food service will be monitored for any signs of suspicious activity or unauthorized entry.

N-HANDLING MAIL & MONEY

1. All mail for the food service department will be processed through the main office in each building and placed in a mailbox marked for "Food Service".

2. All incoming mail from private mail services such as UPS, FedEx, etc. will be delivered to the Board of Education office. It will be sorted and delivered to proper locations.

3. Mail handlers will be trained to recognize and handle suspicious mail prior to delivery.

4. All mail will be opened within the confines of the Food Service Director's office or the Food Service Manager's office. This procedure will eliminate the risk of contaminated mail being opened and contaminating the food or food service area.

5. All money transactions will be handled at the registers.

6. Cashiers will wash hands after handling money and prior to preparing, serving or handling foods service equipment.

7. Deposits of daily money will be counted in the office of the Food Service Director and/or the Food Service Manager. Money will not be counted or handled on the surface of any food preparation area.

O-TRAINING

1. All food service employees will be trained regarding the Foodservice Biosecurity Management Plan. They will be required to sign an attendance form on the day of the training.

2. Each food service employee will receive a copy of the Biosecurity Management Plan.

3. Foodservice employees will be trained to:
   - Prevent accidental contamination of food
   - Know and recognize "adulteration"
   - Recognize any sign of possible product tampering, deliberate and intentional product contamination or any other breach in the food security system.

4. Food service employees will be trained to properly handle money and mail.

5. Food service employees will be trained on the procedure to properly report any situation or incident that violates a breach in the Foodservice Biosecurity Management Plan.

6. Food service employees will be trained in food safety and the school's foodservice biosecurity procedures before they start working, so that they can recognize threats to security and respond to a crisis if necessary.

P-PLAN MAINTENANCE

1. A "Biosecurity Self-Inspection Checklist" will be implemented. The Foodservice Biosecurity Team Leader and the Food Service Director will use this checklist to inspect outside and inside foodservice areas, food production areas, food storage areas, shipping and receiving areas, water and ice supply, mail handling, and personal/locker areas. They will report their findings to the Foodservice Biosecurity Management Team. The "Biosecurity Self-Inspection Checklist" will contain the date, time, name of inspectors and all corrective action recommendations. The inspection will remain on file with our "Foodservice Biosecurity Management Plan". The "team inspectors" will be rotated. "Checklist" form is attached.

2. The Foodservice Biosecurity Management Team will summarize items that require follow-up from the "Biosecurity Self-Inspection Checklist" onto the "Monitoring Schedule ". The Food Service Director and the Biosecurity Team Leader will be responsible for insuring that the "Monitoring Schedule" is completed by the dates specified. "Monitoring Schedule" form is attached.

3. The Foodservice Biosecurity Management Plan will be reviewed and updated annually.

SAMPLE

Biosecurity Self-Inspection Checklist

Date: _____ Time: _____

Inspectors: _____

_____

Biosecurity Item	Satisfactory	Un-Satisfactory	Recommendations
A-1			
B-1			
B-2			
B-3			
B-4			
B-5			
B-6			
B-7			
B-8			
B-9			
B-10			
B-11			
B-12			
C-1			
C-2			
C-3			
C-4			
C-5			
C-6			
C-7			
C-8			
D-1			
D-2			
D-3			
D-4			
D-5			
D-6			
D-7			
D-8			

MONITORING SCHEDULE
For Biosecurity Checklist Follow-Up Action

Biosecurity Item# To Monitor or Follow-Up	Planned Date for Completion	Who is Responsible	Results of Follow-Up	Actual Date of Completion	Check (✓) When Completed