

BIOSECURITY / SECURITY CHECKLIST
For the Manufacturer, Distributor, Farmer, Operator

Animal Feed Industry

**Biosecurity and security are part of an all-hazards approach to
Agriculture Safety**

BE PREPARED

- Create a Biosecurity plan for your Animal Feed operation, to be included with your Emergency Plan.
 - For additional information utilize the following: AFIA's (American Feed Industry Association) website (www.afia.org), AAFCO's (website www.aafco.org).
 - For assistance with the plans, contact the New Jersey Department of Agriculture – Division of Markets at 609-292-5575.

BE ALERT

- Talk with your county Emergency Management Coordinator. Let him/her know about your operation's needs and concerns in the event of a disaster or an emergency. Learn about your county's disaster and emergency evacuation procedures and incorporate the following into your plan:
 - Understand the hazards/risks associated with your area.
 - Develop plans on how and where to evacuate your workers and how to shelter-in-place.
 - Develop procedures to implement if there is a breach in security concerning your operations.
- Develop a list of important phone numbers, with contact names, such as the following: (keep at an on-site and off-site location)
 - Police / Fire / EMS: 9-1-1
 - Local Rutgers Cooperative Research and Extension Agent
 - County Emergency Management Coordinator
 - NJ Dept. of Agriculture – Division of Markets (609-292-5575)
 - NJ Dept. of Agriculture – 24-hour number (609-292-8896)
 - Local Department of Health

Keep the Garden State Safe

BE ALERT (continued)

- Emergency Notification List, including after hours numbers (e.g. owner, supervisors, workers, vendors, suppliers, etc.). Include a list of essential employees allowed access to the facility during emergencies.
- Notify authorities of people taking unauthorized pictures or asking questions about operations, security, hazardous materials, etc.
- Maintain awareness of the location of visitors.
 - Post signs informing visitors where park and where to report.
 - Maintain visitor's log and escort all visitors, including delivery personnel, service support, etc., while on premises.
 - Restrict access to key manufacturing and storage areas.
- Watch for and report signs of tampering with equipment, feed, hazardous materials, water, products, buildings and utilities.
 - Have written procedures on steps to take if you suspect or find evidence of contamination or tampering.
 - Ensure your finished products are properly packaged and labeled for traceability.
 - Have a recall plan with provisions for notification and recall of products that have been shipped or sold.
- Watch for unusual signs that may indicate possible bioterrorism:
 - Discoloration and/or odd smell of feed components.
 - Multiple cases of workers with a mysterious illness, rash, or other signs.
 - Calls from customers with sick/dead animals.
- Talk with your Extension Agent to become familiar with the signs of biological, chemical, and physical feed safety hazards.
- Maintain situational awareness of on-going threats.
- Train employees to be alert, vigilant with their surroundings, and who to notify if they see suspicious activity.

BE SECURE

- Ensure the physical security of buildings and grounds.
 - Limit access to your operations – consider utilizing perimeter fencing with controlled gate access, electronic security devices, and industrial-type door hardware.

Keep the Garden State Safe

BE SECURE (continued)

- Lock discharge gates of all bins, entry/discharge points of liquid tanks, and covers of receiving pits, when not in use. Install guards on exterior ladders of bulk storage tanks and lock when not in use.
- Maintain adequate internal/external lighting.

- Limit access to the water/electrical supply and secure them to prevent tampering.

- Install a security policy and security measures for deliveries to ensure feed ingredients are safe.
 - Purchase only from an approved list of suppliers.
 - Determine reputation of their contract haulers for container cleanliness and product security during transport.
 - Have a company representative present for all deliveries.
 - Inspect and sample all bulk products before and during off-loading them.
 - Maintain accurate records of products.

- Maintain up-to-date inventories, especially on perishable products and hazardous materials. Investigate discrepancies immediately.
 - Keep invoices on file.
 - Watch for signs of theft and evidence of tampering.
 - Inspect storage areas routinely.

- Pre-screen new employees to establish prospective employee's qualifications and demeanor.

- Keep vehicles and equipment locked and keys secured, when not in use.
 - Monitor vehicles for inappropriate contents or unauthorized/unusual activity.

- Restrict access to computers and sensitive documents.
 - Protect computer data with virus protection.

- Shred sensitive documents before discarding.

- Establish Standard Operating Procedures for all areas of your operations.

- Train employees to be secure and notify you if they detect a breach in security.

Keep the Garden State Safe

BE CLEAN

- ❑ Keep chemicals and hazardous materials separate from consumable products.
- ❑ Follow sanitary practices to eliminate contamination and the spread of disease. This applies to people, as well as equipment.
 - Implement a written housekeeping program.
 - Implement a written rodent/pest control program.
- ❑ Provide sanitation and hand-washing facilities.
 - Encourage hand washing with disinfectant soap, especially after using the restroom facilities, handling hazardous materials, etc.
- ❑ Train employees to recognize known characteristics of your products.
- ❑ Train employees to be clean and to notify you if they see discrepancies.

BE CURRENT

- ❑ Practice emergency drills with your employees and with emergency responders.
- ❑ Review and update your plan every year, and after each drill if necessary.

NOTIFY/CALL

- ❑ If you suspect suspicious activity, call local law enforcement and 1-866-4-SAFE-NJ.
- ❑ If you notice unusual signs of disease or pests in agricultural products, notify the Local Rutgers Cooperative Research and Extension Agent and the New Jersey Department of Agriculture.
- ❑ If you notice workers and/or customers unexpectedly getting sick, notify the local health department and the New Jersey Department of Agriculture.
- ❑ Train employees to notify you if there are concerns/problems.
 - Train them on the proper response procedures.
 - If tampering/contamination are suspected, isolate the suspected feed/product and remove workers from the area.
 - Monitor food and facilities until authorities arrive.
- ❑ Train your employees on your plan and to Be Alert, Be Secure, Be Clean and Notify/Call.