

## APPENDIX C - Part 1

## FOODBORNE ILLNESS ENVIRONMENTAL INVESTIGATION CHECKLIST

**FOODBORNE ILLNESS ENVIRONMENTAL INVESTIGATION CHECKLIST  
DOCUMENT A RESPONSE TO EACH ITEM LISTED**

**Note:** This is only one part of a foodborne outbreak investigation. Other elements include the epidemiological investigation. Please refer to the Foodborne Illness Epidemiological Investigation Checklist.

- Document whether the establishment has received any other similar complaints. If so, obtain names and contact numbers, if possible. Also, check credit card receipts on the day in question to obtain additional names (cases/controls), if possible.
- Document the quantity of the suspect food item(s) sold on the day in question. If any of the suspect food(s) (implicated by epidemiological evidence) remains, collect appropriate samples using standard procedures.
- Document the process by which the suspect food is handled from receipt to service (i.e., source, condition received, storage practices/temperatures, preparation/cooking processes, temperatures (holding/serving), chilling/reheating procedures and service). Note size of containers, labels and descriptive information on products. Document food temperatures, especially the foods implicated and note if the establishment routinely tracks and documents temperatures.
- Observe food handling processes and document any potential or occurring cross-contamination or temperature abuse.
- Observe employees. Ask if anyone has been out sick or exhibited symptoms of illness 10 days prior to or after the incident date. Check employees for the presence of cuts, burns, or absorbent bandages on the hands/arms or infected sores on the face. Document status of personal hygiene.
- Document whether frequent and proper handwashing occurs. Are ready-to-eat foods being handled with bare hands or are gloves/utensils being used.
- Check for proper cleaning and sanitizing of equipment/utensils. Check dishmachine/3-compartment sink for proper operation.
- Check wiping cloth water for proper sanitizer level and note if wiping cloths are being utilized properly.
- Document water supply and sewage disposal system. Check for cross connections or wastewater back up.
- Document storage of toxic/poisonous substances (they may have been accidentally/intentionally added).

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- If raw oysters are involved, check shell stock tags (must be kept for 90 days) and obtain tag(s) from suspect lot(s). If possible, collect 10-12 oysters from suspect lot(s) and contact your regional food and waterborne disease epidemiologist. The establishment should keep tags in chronological order with dates of use noted. Document whether the consumer advisory (oyster warning sign) is posted (may be in menu).
- List possible contributing factors.
- Does the establishment use any irradiated food?      (Y)      (N)  
Was the food implicated in the outbreak irradiated?      (Y)      (N)

**APPENDIX C - Part 2****FOODBORNE ILLNESS EPIDEMIOLOGICAL INVESTIGATION CHECKLIST  
DOCUMENT A RESPONSE TO EACH ITEM LISTED**

**Note:** This is only one part of a foodborne outbreak investigation. Other elements include the environmental investigation. Please refer to the Foodborne Illness Environmental Investigation Checklist.

- Maintain foodborne illness log to identify potential outbreaks from individual reports.
- Determine if report warrants further Epi investigation. Gather additional information to confirm details of incident. Get complete menu and identify other potentially exposed groups (other people in party, guests, list of attendees, phone numbers, household exposure(s) - leftovers).
- Obtain any medical info from PMD, ER/hospital records, lab. Document the number hospitalized and the number who sought medical care. Were clinical specimens collected and tested? If not, obtain the appropriate specimen for suspect etiologic agent (stool, vomitus, blood), if possible.
- Develop and administer questionnaire. Interview both sick and well individuals (including employees). Attached are examples of foodborne outbreak questionnaires. The 1<sup>st</sup> questionnaire is in epiinfo format and the 2<sup>nd</sup> is a modified doc from CDC.
- Document dates and times of illness onset and exposures, illness duration and location(s) of illness occurrence.
- Form preliminary hypothesis of etiologic agent, source and means of transmission.
- Decide on methodology (study design), cohort or case-control study.
- Determine definition of illness (or case definition if case-control study), based on symptoms, incubation, duration, exposure and/or lab.
- Determine number of persons in study, the number of ill persons (or number of cases if case-control study).
- List symptoms and frequency of symptoms.
- Plot an epidemic curve.
- Provide a food specific attack rate table (if cohort study).
- Provide 2 X 2 contingency table(s), pertinent measures of association and statistics.

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- Finalize hypothesis of etiologic agent, source and means of transmission.
- Document how potential confounding factors were controlled and provide preventive measures.
- Write report (introduction/background, methodology, results, conclusion, and recommendations). Include appropriate CDC form.