

TO: Board of Health

FROM: Joyce Jensen, REHS, CP-FS
Environmental Health Supervisor

DATE: December 31, 2015

SUBJECT: Proposed Policy 222.39 - Foodborne Illness Complaint Investigations

The FDA Retail Food Regulatory Program Standard 5 - Foodborne Illness Investigation and Response identifies the importance of having written policies and procedures for handling foodborne illness complaints. Policy 222.39 - Foodborne Illness Complaint Investigations was revised to clarify the Food Safety Program's role and responsibility in investigating, actively monitoring trends or patterns in foodborne illness reports, and responding to outbreaks.

Much of the information for the procedure was taken from the Council to Improve Food Outbreak Response (CIFOR) *Guidelines for Foodborne Disease Outbreak Response – Second Edition* published in 2014.

Revisions to this policing include:

- Assuring that all foodborne illness complaints are referred to the Registered Environmental Health Specialist in the Food Safety Program that serves as the Lead Environmental Health Investigator, or in his/her absence to the Environmental Health Specialist that inspects that area;
- Changing the frequency of reporting on outbreaks to the Food Safety Team; and
- Updating the investigating processes and electronic documentation.

The Food Advisory Committee recommends that the revision to Policy 222.39 be approved by the Board of Health.

Staff recommend that the Board of Health approve Policy 222.39 - Foodborne Illness Complaint Investigations.
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