



State of New York
County of Broome Government Offices

Broome County Health Department • Environmental Health

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FOODBORNE OUTBREAK PROCEDURE

(Implement when a potential foodborne illness/outbreak occurs)

- ✓ Section 14-1.200 (b) of the New York State Sanitary Code requires a facility report an illness allegedly due to the consumption of food served at that establishment within 24 hours to the Health Department. **REPORT ILLNESSES TO THE BROOME COUNTY HEALTH DEPARTMENT** Monday to Friday 8:00am – 5:00pm at (607) 778-2847, or after hours at (607) 778-1911.
- ✓ **DO NOT THROW AWAY SUSPECT FOOD.** Store in properly labelled and sealed container(s) under refrigeration until Health Department determines if testing of food is required.
- ✓ Generate list of names and phone numbers for all customers/patrons (both ill and well) at facility/event during day(s) or time(s) when suspect food was served. Use receipts, reservations, guest list, complaints, etc. as source of information.
- ✓ Generate list of staff members working during day(s) or time(s) when suspect food was prepared and served.
- ✓ Be prepared to provide copies of records for food product orders, monitoring logs (i.e. cook/hold temperatures, TPHC logs, etc.) and other relevant information.

*For additional information, go to the Broome County website
(<http://www.gobroomecounty.com/eh/food>) or call (607)778-2847.*