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**Part I- General characterization of the outbreak and outbreak response:** Complete this form for each outbreak, in consultation with the investigation team, at the end of the investigation.

Outbreak description	
1. Did the exposure(s) take place in a single or multiple locations (ex: one restaurant or two or more restaurants, one restaurant or a restaurant and a school)?	<input type="radio"/> Single <input type="radio"/> Multiple
2. Did the exposure(s) occur in a single state or multiple states?	<input type="radio"/> Single <input type="radio"/> Multiple
3. Did the exposure(s) happen in a single county/township/parish or multiple counties/townships/parishes?	<input type="radio"/> Single <input type="radio"/> Multiple
4. How many food service establishment locations within your jurisdiction were associated with this outbreak?	#:
5. How many environmental assessments were conducted at food service establishments in your jurisdiction as a part of this outbreak?	#:
5a. If <i>no environmental assessments were conducted</i> : Why were no environmental assessments conducted at food service establishments in your jurisdiction as a part of this outbreak?	
6. How many non-food service establishments in your jurisdiction were associated with this outbreak?	#:
6a. If <i>non-food service establishments in your jurisdiction were associated with the outbreak</i> : How many environmental assessments were conducted at non-food service establishments in your jurisdiction as part of this outbreak? (Non-food service establishments include food distribution centers, warehouses, manufacturers, processing plants, or farms.)	#:
7. Was a primary agent identified (suspected or confirmed) in this outbreak? (Agents are considered confirmed if they are laboratory-confirmed, as determined by CDC guidelines: <a href="https://www.cdc.gov/foodsafety/outbreaks/investigating-outbreaks/confirming_diagnosis.html">https://www.cdc.gov/foodsafety/outbreaks/investigating-outbreaks/confirming_diagnosis.html</a> )	<input type="radio"/> Yes, confirmed <input type="radio"/> Yes, suspected <input type="radio"/> No
7a. If a primary agent was identified: What was the identified agent?	
<input type="radio"/> Hepatitis A <input type="radio"/> <i>Bacillus cereus</i> <input type="radio"/> <i>Campylobacter</i> <input type="radio"/> Ciguatera toxin <input type="radio"/> <i>Clostridium perfringens</i> <input type="radio"/> <i>Cryptosporidium</i> <input type="radio"/> <i>Cyclospora</i> <input type="radio"/> <i>E.coli</i> O157:H7 <input type="radio"/> <i>E. coli</i> STEC/VTEC	<input type="radio"/> Salmonella <input type="radio"/> Scombrototoxin <input type="radio"/> <i>Shigella</i> <input type="radio"/> <i>Staphylococcus aureus</i> <input type="radio"/> <i>Vibrio parahaemolyticus</i> <input type="radio"/> <i>Yersinia</i> <input type="radio"/> Toxic agent, Describe: _____ <input type="radio"/> Other agent, Describe: _____ <input type="radio"/> Chemical hazard, Describe: _____

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<input type="radio"/> <i>Listeria</i> <input type="radio"/> Physical hazard, <i>Describe:</i> _____	
<input type="radio"/> Norovirus	
<b>8. Was this outbreak reported to a state or local Communicable Disease Surveillance Program?</b> <input type="radio"/> Yes <input type="radio"/> No	
<b>8a. If the outbreak was reported to a state or local program:</b> Select the state or local surveillance system(s) where this outbreak was reported. ( <i>Check all that apply</i> )	<input type="checkbox"/> State – outbreak reporting number assigned by the state: _____ <input type="checkbox"/> Local – outbreak reporting number assigned by the jurisdiction: _____ <input type="checkbox"/> Other, <i>Describe:</i> _____
<b>9. Was this outbreak reported to a national surveillance system?</b> <input type="radio"/> Yes <input type="radio"/> No	
<b>9a. If the outbreak was reported to a national program:</b> Select the national surveillance system(s) where this outbreak was reported and record the corresponding reporting number. ( <i>Check all that apply</i> )	<input type="checkbox"/> NORS – CDC Report ID: _____ <input type="checkbox"/> PulseNet – outbreak code: _____ <input type="checkbox"/> CaliciNet – reporting number: _____ <input type="checkbox"/> NNDSS – reporting number: _____ <input type="checkbox"/> Other, <i>Describe:</i> _____
<b>Suspected/confirmed food</b>	
<b>10. Was a specific ingredient or multi-ingredient food suspected or confirmed in this outbreak?</b>	<input type="radio"/> Yes <i>Complete Parts Va and Vb, Suspected/Confirmed Foods</i> <input type="radio"/> No
<b>10a. If an ingredient/food was <u>not</u> suspected or confirmed:</b> Explain why this outbreak was considered foodborne.	
<b>11. Provide any comments that would help describe the foods involved in this outbreak.</b>	
<b>Contributing factors/other</b>	
<b>12. Were any contributing factors identified in this outbreak?</b>	<input type="radio"/> Yes <i>Complete Part VII, Contributing Factors</i> <input type="radio"/> No
<b>13. What activities were conducted during the outbreak investigation to try to identify the contributing factors?</b> ( <i>Check all that apply</i> )	<div style="display: flex; flex-wrap: wrap;"> <div style="width: 50%;"> <input type="checkbox"/> Routine inspection  <input type="checkbox"/> Interviews with establishment manager(s)  <input type="checkbox"/> Interviews with establishment worker(s)  <input type="checkbox"/> Observation of general food preparation activities during establishment visit  <input type="checkbox"/> Food preparation review  <input type="checkbox"/> Assumed based on etiology         </div> <div style="width: 50%;"> <input type="checkbox"/> Environmental sampling  <input type="checkbox"/> Food sampling  <input type="checkbox"/> Clinical sampling  <input type="checkbox"/> Epidemiologic investigation (case-control or cohort study)  <input type="checkbox"/> Interviews with cases (but not controls)  <input type="checkbox"/> Traceback  <input type="checkbox"/> Other, <i>Describe:</i> _____         </div> </div>
<b>14. Please rate the quality of communication between the food regulatory program and the communicable disease program during this outbreak investigation.</b>	
<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;"> <input type="radio"/> Very poor         </div> <div style="text-align: center;"> <input type="radio"/> Poor         </div> <div style="text-align: center;"> <input type="radio"/> Fair         </div> <div style="text-align: center;"> <input type="radio"/> Good         </div> <div style="text-align: center;"> <input type="radio"/> Very good         </div> <div style="text-align: center;"> <input type="radio"/> There was no communication         </div> </div>	

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<b>15. What were the environmental antecedent(s) of this outbreak? (Check all that apply)</b>				
<ul style="list-style-type: none"> <li><input type="checkbox"/> Lack of training of employees on specific processes</li> <li><input type="checkbox"/> Lack of oversight of employees/ enforcement of policies</li> <li><input type="checkbox"/> High turnover of employees or management</li> <li><input type="checkbox"/> Low/insufficient staffing</li> <li><input type="checkbox"/> Lack of a food safety culture/ attitude towards food safety</li> <li><input type="checkbox"/> Language barrier between management and employees</li> <li><input type="checkbox"/> Insufficient capacity of equipment (not enough equipment for the processes)</li> <li><input type="checkbox"/> Equipment is improperly used</li> <li><input type="checkbox"/> Lack of preventative maintenance on equipment</li> <li><input type="checkbox"/> Improperly sized or installed equipment for the facility</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Poor facility layout</li> <li><input type="checkbox"/> Lack of sick leave or other financial incentives to adhere to good practices</li> <li><input type="checkbox"/> Lack of needed supplies for the operation of the restaurant</li> <li><input type="checkbox"/> Insufficient process to mitigate the hazard</li> <li><input type="checkbox"/> Employees or managers are not following the facility's process</li> <li><input type="checkbox"/> Food not treated as TCS (may include non-TCS foods that have been contaminated)</li> <li><input type="checkbox"/> Other, <i>Describe</i>:</li> </ul>			
<b>16. Briefly describe any other information about the underlying causes of the outbreak (ex: order of environmental antecedents).</b>				
<b>17. Were any control measures implemented for this outbreak?</b>		<input type="radio"/> Yes <input type="radio"/> No		
<b>17a. If immediate control measures were implemented: What were the control measures implemented? (Check all that apply)</b>	<table style="width: 100%; border: none;"> <tr> <td style="vertical-align: top; width: 50%;"> <ul style="list-style-type: none"> <li><input type="checkbox"/> Re-trained or trained food worker(s)</li> <li><input type="checkbox"/> Discarded food</li> <li><input type="checkbox"/> Cleaned and sanitized/disinfected restaurant</li> <li><input type="checkbox"/> Closed restaurant</li> <li><input type="checkbox"/> Excluded ill/infectious workers</li> </ul> </td> <td style="vertical-align: top; width: 50%;"> <ul style="list-style-type: none"> <li><input type="checkbox"/> Changed operational practice</li> <li><input type="checkbox"/> Repaired/replaced/removed equipment</li> <li><input type="checkbox"/> Embargoed food products</li> <li><input type="checkbox"/> Public notification</li> <li><input type="checkbox"/> Other, <i>Describe</i>:</li> </ul> </td> </tr> </table>		<ul style="list-style-type: none"> <li><input type="checkbox"/> Re-trained or trained food worker(s)</li> <li><input type="checkbox"/> Discarded food</li> <li><input type="checkbox"/> Cleaned and sanitized/disinfected restaurant</li> <li><input type="checkbox"/> Closed restaurant</li> <li><input type="checkbox"/> Excluded ill/infectious workers</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Changed operational practice</li> <li><input type="checkbox"/> Repaired/replaced/removed equipment</li> <li><input type="checkbox"/> Embargoed food products</li> <li><input type="checkbox"/> Public notification</li> <li><input type="checkbox"/> Other, <i>Describe</i>:</li> </ul>
<ul style="list-style-type: none"> <li><input type="checkbox"/> Re-trained or trained food worker(s)</li> <li><input type="checkbox"/> Discarded food</li> <li><input type="checkbox"/> Cleaned and sanitized/disinfected restaurant</li> <li><input type="checkbox"/> Closed restaurant</li> <li><input type="checkbox"/> Excluded ill/infectious workers</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Changed operational practice</li> <li><input type="checkbox"/> Repaired/replaced/removed equipment</li> <li><input type="checkbox"/> Embargoed food products</li> <li><input type="checkbox"/> Public notification</li> <li><input type="checkbox"/> Other, <i>Describe</i>:</li> </ul>			

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**Part II- Establishment characterization, categorization, and menu review:** Complete this form after the establishment observation and manager interview are conducted, and sampling activities are complete.

1. When was the establishment identified for an environmental assessment? (MM/DD/YYYY):		/	/
2. When was the first contact with establishment management? (MM/DD/YYYY):		/	/
3. How many times did you visit the establishment to complete the environmental assessment?:		#:	
4. How many contacts did you have with the establishment other than visits to complete the environmental assessment?(Ex: phone calls, phone interviews with staff, faxes) to complete this environmental assessment:		#:	
5. What type of facility is this establishment?	<input type="radio"/> Camp <input type="radio"/> Caterer <input type="radio"/> Church <input type="radio"/> Correctional facility <input type="radio"/> Cottage/home-based <input type="radio"/> Daycare center <input type="radio"/> Feeding site <input type="radio"/> Food cart <input type="radio"/> Grocery store <input type="radio"/> Hospital <input type="radio"/> Mobile food unit <input type="radio"/> Nursing home <input type="radio"/> Temporary food stand <input type="radio"/> Restaurant <input type="radio"/> Restaurant in a supermarket <input type="radio"/> School food service <input type="radio"/> Workplace cafeteria <input type="radio"/> Other, <i>Describe</i> :		
6. How many critical violations/priority items/priority foundation items were noted during the last routine inspection?		#:	
6a. <i>If critical violations were noted:</i> Mark any of the following observed during the last routine visit.		<input type="checkbox"/> Improper hot/cold holding temperatures of foods (TCS/PHF) <input type="checkbox"/> Improper cooking temperatures of foods <input type="checkbox"/> Soiled and/or contaminated utensils and equipment <input type="checkbox"/> Poor employee health and hygiene <input type="checkbox"/> Food from unsafe sources <input type="checkbox"/> Other, <i>Describe</i> :	
7. Was a translator <b>needed</b> to communicate with the kitchen manager during the environmental assessment?		<input type="radio"/> Yes <input type="radio"/> No	
7a. <i>If a translator was needed:</i> Was a translator <b>used</b> to communicate with the kitchen manager?		<input type="radio"/> Yes <input type="radio"/> No	
8. Was a translator <b>needed</b> to communicate with the food workers during the environmental assessment?		<input type="radio"/> Yes <input type="radio"/> No	
8a. <i>If a translator was needed:</i> Was a translator <b>used</b> to communicate with the food workers?		<input type="radio"/> Yes <input type="radio"/> No	
9. What is the establishment type? Prep-serve=all food items are prepared and served without a kill step. Cook-serve=at least one food item is prepared for same day service and involves a kill step. Complex=at least one food item requires a kill step and holding beyond same-day service or a kill step and some combination of holding, cooling, freezing, reheating		<input type="radio"/> Prep-Serve <input type="radio"/> Cook-Serve <input type="radio"/> Complex	
10. Do customers have direct access to unpackaged food such as a buffet line or salad bar in this establishment?		<input type="radio"/> Yes <input type="radio"/> No	
11. Does the establishment serve raw or undercooked animal products (ex: oysters, shell eggs) in any menu item?		<input type="radio"/> Yes <input type="radio"/> No	
11a. <i>If establishment serves raw or undercooked animal products:</i> Is a consumer advisory regarding the risk of consuming raw or undercooked animal products provided (ex: on the menu, on a sign)?		<input type="radio"/> Yes <input type="radio"/> No	
11a1. <i>If establishment serves raw or undercooked animal products and has an advisory:</i> Where is the consumer advisory located? (Check all that apply)		<input type="checkbox"/> On the menu as a footnote <input type="checkbox"/> On the menu in the menu item description <input type="checkbox"/> On a sign	

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	o Other, <i>Describe</i> :
<b>12.</b> Which one of these options best describes the menu for this establishment?	<input type="radio"/> American (non-ethnic) <input type="radio"/> French <input type="radio"/> Chinese <input type="radio"/> Italian <input type="radio"/> Thai <input type="radio"/> Mexican <input type="radio"/> Japanese <input type="radio"/> Other, <i>Describe</i> : <input type="radio"/> Mediterranean/Middle Eastern

Samples	
<b>13.</b> Were any samples taken in this establishment?	<input type="radio"/> Yes <input type="radio"/> No <i>If any samples were positive, complete Part VI, Positive samples</i>
<b>13a.</b> <i>If environmental samples were taken: Where were they taken? (Check all locations that apply and enter the number of samples taken at each location and enter the number of samples taken for each location)</i>	<div style="display: flex; flex-wrap: wrap;"> <div style="width: 50%;"> <input type="checkbox"/> Floor drain, #: _____  <input type="checkbox"/> Food prep table, #: _____  <input type="checkbox"/> Utensil (ex., tongs, pan) #: _____  <input type="checkbox"/> Sink, #: _____  <input type="checkbox"/> Slicer, #: _____         </div> <div style="width: 50%;"> <input type="checkbox"/> Inside any cooling unit (ex., walk-in, reach-in) #: _____  <input type="checkbox"/> Inside any heating unit #: _____  <input type="checkbox"/> Wall, ceiling, #: _____  <input type="checkbox"/> Floor (ex., floor, floor mat) #: _____  <input type="checkbox"/> Other, #: _____ <i>Describe</i>:         </div> </div>
<b>13b.</b> <i>If food samples were taken: What foods or ingredients were sampled? (Check all that apply and enter the number of samples taken of each food.)</i>	<p>The names given below should match the specific food name(s) given in Part V.</p> <p>o Specific food ingredient A, #: _____          Name _____</p> <p>o Specific food ingredient B, #: _____          Name _____</p> <p>o Specific food ingredient C, #: _____          Name _____</p> <p>o Specific food ingredient D, #: _____          Name _____</p> <p>o Specific food ingredient E, #: _____          Name _____</p> <p>The names given below should match the multi-ingredient food name(s) given in Part V.</p> <p>o Multi-ingredient food A, #: _____          Name _____</p> <p>o Multi-ingredient food B, #: _____          Name _____</p> <p>o Multi-ingredient food C, #: _____          Name _____</p> <p>o Multi-ingredient food D, #: _____          Name _____</p> <p>o Multi-ingredient food E, #: _____</p>

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	Name _____
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**Part IV—Establishment observation:** Conduct an establishment observation as soon as possible after an establishment is identified for an environmental assessment. These questions are based on the initial observation of the establishment and the food handling practices at the time of the initial environmental assessment and NOT those thought to have been in place at the time of the exposure. Data collection should occur during the establishment's hours of operation. Please answer the following questions by observation. If a question is not relevant to the establishment's operation, select 'Not applicable' (N/A).

1. How long was the observation?		Number of minutes:
2. What date was the observation initiated? (MM/DD/YYYY):		
3. How many hand sinks are in or adjacent to the employee restrooms?		Number of sinks:
3a. If there is at least one hand sink in the employee restrooms: Is warm water (minimum 100°F) available at all employee restroom hand sinks?		<input type="radio"/> Yes <input type="radio"/> No If no: How many without:
3b. If there is at least one hand sink in the employee restrooms: Is soap available at (or near) all employee restroom hand sinks?		<input type="radio"/> Yes <input type="radio"/> No If no: How many without:
3c. If there is at least one hand sink in the employee restrooms: Are paper or cloth drying towels or electric hand dryers available at (or near) all employee restroom hand sinks?		<input type="radio"/> Yes <input type="radio"/> No If no: How many without:
4. How many hand sinks are in located in the work area?		Number of sinks:
4a. If there is at least one hand sink in the work area: Is warm water (minimum 100°F) available at all hand sinks in the work area?		<input type="radio"/> Yes <input type="radio"/> No If no: How many without:
4b. If there is at least one hand sink in the work area: Is soap available at (or near) all available at all hand sinks in the work area?		<input type="radio"/> Yes <input type="radio"/> No If no: How many without:
4c. If there is at least one hand sink in the work area: Are paper or cloth drying towels or electric hand dryers available at (or near) all available at all hand sinks in the work area?		<input type="radio"/> Yes <input type="radio"/> No If no: How many without:
5. Are food workers observed washing their hands using water, soap, appropriate drying methods and for the appropriate amount of time?		<input type="radio"/> Yes <input type="radio"/> No
6. How many cold storage units are in the establishment?		Number of units: <input type="radio"/> N/A
6a. If there is at least one cold storage unit: Which types of units did you observe? (Check all that apply)		<input type="checkbox"/> Reach-in <input type="checkbox"/> Self-serve/Salad bar <input type="checkbox"/> Walk-in <input type="checkbox"/> Open-top units <input type="checkbox"/> Other, Describe: _____
7. Were any foods observed in cold holding?		<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
7a. If cold holding was observed: Were the temperatures of all foods measured in cold holding at 41°F or below?		<input type="radio"/> Yes <input type="radio"/> No
8. Which of the following practices, if any, are observed during the visit? (Check all that apply)		<input type="checkbox"/> Bare hands touch non-RTE food <input type="checkbox"/> Bare hands touch RTE food <input type="checkbox"/> Gloved hands touch non-RTE food <input type="checkbox"/> Gloved hands touch RTE food <input type="checkbox"/> Other methods to prevent bare hands from touch RTE food (ex. Tissue paper, tongs, utensil) <input type="radio"/> No food handling was occurring
9. Is there a supply of disposable gloves available in the establishment?		<input type="radio"/> Yes <input type="radio"/> No

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<b>10.</b> Are there records to indicate that the temperatures of incoming ingredients are being taken and recorded?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
<b>11.</b> Are there records to indicate that the temperatures of foods, excluding incoming ingredients, are being taken and recorded?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
<b>12.</b> Is there any evidence of direct cross contamination of raw animal products with ready-to-eat foods?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
<b>12a.</b> <i>If there is evidence of cross contamination:</i> Describe:	
<b>13.</b> Is there any evidence of cooling of hot foods observed in this establishment?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
<b>13a.</b> <i>If there is cooling of hot foods:</i> What cooling method(s) are used? ( <i>Check all that apply</i> )	<input type="checkbox"/> Portioning into smaller pans and cooled in regular cooler <input type="checkbox"/> Portioning into smaller pans and cooled in blast chiller <input type="checkbox"/> Using ice as an ingredient <input type="checkbox"/> Using ice bath for food container before cooling in regular cooler <input type="checkbox"/> Using ice bath for food container before cooling in blast chiller <input type="checkbox"/> Using ice wands before cooling in regular cooler <input type="checkbox"/> Using ice wands before cooling in blast chiller <input type="checkbox"/> Other, <i>Describe:</i>
<b>13b.</b> <i>If there is cooling of hot foods:</i> Were the cooling methods properly implemented?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Undetermined
<b>14.</b> Are any foods observed in hot holding?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
<b>14a.</b> <i>If foods in hot holding:</i> Were the temperatures of all foods measured in hot holding at 135°F or above?	<input type="radio"/> Yes <input type="radio"/> No
<b>15.</b> Were any foods observed during cooking?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
<b>15a.</b> <i>If foods cooking:</i> Were the temperatures of all foods measured during cooking at or above the recommended temperatures?	<input type="radio"/> Yes <input type="radio"/> No
<b>16.</b> Were there any thermometers observed in food preparation areas to measure food temperatures?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
<b>16a.</b> <i>If thermometers observed:</i> Were any thermometers observed being used?	<input type="radio"/> Yes <input type="radio"/> No
<b>17.</b> Were any of these items observed for cleaning and sanitizing food contact surfaces and in-place equipment?	<input type="radio"/> Wiping cloths <input type="radio"/> Sanitizer buckets <input type="radio"/> Disposable sanitizer wipes <input type="radio"/> Spray bottle <input type="radio"/> Other, <i>Describe:</i> <input type="radio"/> None of the items were present
<b>17a.</b> <i>If wiping cloths are used:</i> Are all wet wiping cloths stored in sanitizer solution between uses?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Not in use
<b>17b.</b> <i>If sanitizer buckets or bottles are used:</i> Pick one sanitizer bucket (or bottle) and test sanitizer concentration. Is it in the proper range?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Not in use
<b>18.</b> What does the establishment use to clean dishes, utensils, or other food equipment that is not cleaned in place? ( <i>Check all that apply</i> )	<input type="radio"/> Mechanical washing machines <input type="radio"/> Manual washing



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	o Other, <i>Describe</i> :
<b>18a.</b> <i>If mechanical washing:</i> Does the wash cycle reach the temperatures recommended for the mechanical washing machine?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Mechanical washing not occurring
<b>18b.</b> <i>If mechanical washing:</i> How is sanitization achieved? ( <i>Check all that apply</i> )	<input type="radio"/> Heat <input type="radio"/> Chemical
<b>18b1.</b> <i>If heat used to sanitize:</i> Does the sanitizing cycle reach the temperatures recommended for sanitization?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Mechanical washing not occurring <input type="radio"/> Out of order
<b>18b2.</b> <i>If chemical used to sanitize:</i> Does the chemical sanitizing cycle have the required levels of chemical sanitizer recommended for the machine?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Mechanical washing not occurring <input type="radio"/> Out of order
<b>18c.</b> <i>If manual washing:</i> What type of sink is used for manual washing? ( <i>Check all that apply</i> )	<input type="radio"/> 3-compartment <input type="radio"/> 2-compartment <input type="radio"/> Other, <i>Describe</i> :
<b>18d.</b> <i>If manual washing:</i> Are dishes, utensils, etc. washed, rinsed, and sanitized (either with heat or chemical) properly? ( <i>Check all that apply</i> )	<input type="radio"/> Yes <input type="radio"/> No, steps not in proper order <input type="radio"/> No, did not wash properly <input type="radio"/> No, did not rinse <input type="radio"/> No, did not sanitize properly <input type="radio"/> No, did not air dry <input type="radio"/> No, Other, <i>Describe</i> : <input type="radio"/> Manual washing not occurring
<b>19.</b> Did you observe signs and instructions posted in the establishment?	<input type="radio"/> Yes <input type="radio"/> No
<b>19a.</b> <i>If yes:</i> Did any use pictures or symbols to communicate a message?	<input type="radio"/> Yes <input type="radio"/> No
<b>19b.</b> <i>If yes:</i> What languages did you observe on signs or instructions posted for food workers? ( <i>Check all that apply</i> )	<input type="radio"/> English <input type="radio"/> Chinese (any dialect) <input type="radio"/> Spanish <input type="radio"/> Japanese <input type="radio"/> French <input type="radio"/> No written words <input type="radio"/> Other, <i>Describe</i> :
<b>20.</b> Did you observe any of these items for responding to vomit and/or diarrheal incidents? ( <i>Check all that apply</i> )	<input type="checkbox"/> Bleach <input type="checkbox"/> Disinfectant effective against norovirus surrogate <input type="checkbox"/> Personal protective equipment (ex: gloves or goggles/glasses or mask) <input type="checkbox"/> Absorbent powder/solidifier <input type="checkbox"/> Directions for vomit/diarrhea cleanup <input type="checkbox"/> Other, <i>Describe</i> : <input type="radio"/> None of these items were present
<b>20a.</b> <i>If any of these are observed:</i> Were any of these things located together (ex: in a kit)?	<input type="radio"/> Yes <input type="radio"/> No
<b>21.</b> Were there any differences to the physical facility, food handling practices you observed on your initial visit, or other circumstances	<input type="radio"/> Yes <input type="radio"/> No

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that were different at the time of exposure?	
<b>21a.</b> <i>If there were differences:</i> Describe:	
<b>22.</b> Record any additional comments. This section allows a brief description of specific circumstances during or right before the time of the exposures that are believed to have played a significant exposure role. For example, it may have been determined that the establishment operated with no hot water, walk-in cooler units failed, the kitchen manager was on vacation and normal policies or procedures were not followed in their absence, the establishment was out of single use gloves, or a large number of food workers did not show up for work.	
<b>Review of Policies</b>	
<b>23.</b> Is a certified kitchen manager present at the time of data collection? ( <i>Check all that apply</i> ) <div style="display: flex; flex-wrap: wrap; margin-top: 5px;"> <div style="width: 33%;"><input type="checkbox"/> Yes, ANSI certification</div> <div style="width: 33%;"><input type="checkbox"/> Yes, other certification</div> <div style="width: 33%;"><input type="checkbox"/> Yes, certification is not available</div> <div style="width: 33%;"><input type="checkbox"/> No</div> <div style="width: 33%;"><input type="checkbox"/> Unsure</div> <div style="width: 33%;"><input type="checkbox"/> Certification is not current</div> <div style="width: 100%;"><input type="checkbox"/> No, but establishment has certified kitchen manager on staff</div> </div>	
<b>24.</b> Does the <u>written</u> employee health policy or procedure: ( <i>Check all that apply</i> ) <div style="margin-top: 5px;"> <input type="checkbox"/> Employee health policy not in use         </div> <div style="margin-top: 5px;"> <input type="checkbox"/> Require food workers to tell a manager when they are ill?         </div> <div style="margin-top: 5px;"> <input type="checkbox"/> Require ill workers to tell managers what their symptoms are?         </div> <div style="margin-top: 5px;"> <input type="checkbox"/> Specify certain symptoms that ill workers are required to tell managers about? (<i>Check all that apply</i>)         </div> <div style="display: flex; flex-wrap: wrap; margin-top: 5px;"> <div style="width: 50%;"><input type="checkbox"/> Vomiting</div> <div style="width: 50%;"><input type="checkbox"/> Sore throat with fever</div> <div style="width: 50%;"><input type="checkbox"/> Diarrhea</div> <div style="width: 50%;"><input type="checkbox"/> A lesion containing pus (ex., boil or infected wound)</div> <div style="width: 50%;"><input type="checkbox"/> Jaundice (yellow eyes or skin)</div> <div style="width: 50%;"><input type="checkbox"/> Other, <i>Describe:</i></div> </div> <div style="margin-top: 5px;"> <input type="checkbox"/> Apply to kitchen managers         </div> <div style="margin-top: 5px;"> <input type="checkbox"/> Apply to food workers?         </div> <div style="margin-top: 5px;"> <input type="checkbox"/> Restrict ill workers from working?         </div> <div style="margin-top: 5px;"> <input type="checkbox"/> Exclude ill workers from working?         </div> <div style="margin-top: 5px;"> <input type="checkbox"/> Include a record to track employee illness (ex: on schedule or log)?         </div> <div style="margin-top: 5px;"> <input type="radio"/> No written policy         </div>	

**Part Va- Suspected/confirmed foods:** Complete this section for EACH suspected/confirmed food.

<b>Suspected/confirmed food #</b>	
<b>1.</b> What is the name of the suspected or confirmed ingredient/food vehicle?	
<b>2.</b> Is this food a single specific ingredient or multi-ingredient?	<input type="radio"/> Single specific ingredient food (ex: ground beef) <input type="radio"/> Multi-ingredient food (ex: hamburger sandwich)
<b>3.</b> Select the reason that best describes how this single specific ingredient or multi-ingredient food was implicated in the outbreak. ( <i>Check all that apply</i> )	<input type="checkbox"/> Outbreak agent was not identified but the ingredient/food is commonly associated with the type of agent suspected based on symptoms of the ill (ex: ill persons' symptoms suggest an agent and the ingredient is commonly associated with the agent type, ex: <i>Salmonella</i> Enteritidis and eggs). <input type="checkbox"/> Ingredient/food was epidemiologically linked with cases (not statistically significant) <input type="checkbox"/> Ingredient/food was epidemiologically linked with cases (statistically significant) <input type="checkbox"/> Agent was confirmed in samples of an epidemiologically linked food <input type="checkbox"/> Agent was confirmed in clinical samples <input type="checkbox"/> Isolates from clinical and food samples closely related or identical by molecular typing <input type="checkbox"/> Other, <i>Describe:</i>
<b>4.</b> Which of the following best describes the food preparation process used for this specific ingredient or multi-ingredient food before consumption?	<input type="radio"/> <b>Prep Serve:</b> NO kill step; may include heating commercially prepared foods for service. <input type="radio"/> <b>Cook Serve:</b> Kill step; may be followed by hot holding but is prepared for same-day service. <input type="radio"/> <b>Complex 1:</b> Kill step, followed by holding beyond same-day service. <input type="radio"/> <b>Complex 2:</b> Kill step, followed by holding and cooling. <input type="radio"/> <b>Complex 3:</b> Kill step, followed by holding, cooling, and reheating. <input type="radio"/> <b>Complex 4:</b> Kill step, followed by holding, cooling, freezing, and reheating.
<b>5.</b> During the likely time the ingredient/food was prepared, were any events noted that appeared to be different from the ordinary operating circumstances or procedures, as described by managers and/or workers?	<input type="radio"/> Yes <input type="radio"/> No
<b>5a.</b> <i>If events appeared to be different from ordinary circumstances:</i> How would those events best be characterized? ( <i>Check all that apply</i> )	Differences with: <div style="display: flex; flex-wrap: wrap;"> <div style="flex: 50%;"> <input type="checkbox"/> Ingredient(s) used (ex: different source or form, or a substitution)  <input type="checkbox"/> How ingredient(s) were handled  <input type="checkbox"/> Method of preparation, cooking, holding, serving the food  <input type="checkbox"/> Equipment used to handle the food  <input type="checkbox"/> Equipment used to cook the food             </div> <div style="flex: 50%;"> <input type="checkbox"/> Equipment used to store or hold the food  <input type="checkbox"/> Equipment used to clean and sanitize food contact surfaces  <input type="checkbox"/> Employees involved in preparing, cooking, holding, and/or serving food  <input type="checkbox"/> Ill employees  <input type="checkbox"/> Ill family members  <input type="checkbox"/> Other, <i>Describe:</i> </div> </div>

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**Part Vb- Suspected/confirmed Food, ingredients:** Complete this section for EACH ingredient in the suspected/confirmed food(s).

Suspected/confirmed food, ingredient #			
1. Name of ingredient			
2. If any information is present (product manifests, records, tags) that shows this ingredient is an imported food item or from an unapproved source or recall, describe:			
3. Did any of the following intend for the food to be consumed raw or undercooked? (Check all that apply)		<input type="checkbox"/> Manufacturer/Processor <input type="checkbox"/> N/A	<input type="checkbox"/> Establishment <input type="checkbox"/> Unknown
4. If ingredient is:			
a. Poultry, Select the type:	<input type="radio"/> Chicken <input type="radio"/> Goose <input type="radio"/> Other (ex: emu), Describe: <input type="radio"/> Turkey <input type="radio"/> Duck:		
b. Seafood, Select the type:	<input type="radio"/> Fin fish (ex: trout, cod) <input type="radio"/> Crustaceans (ex: shrimp) <input type="radio"/> Other, Describe: <input type="radio"/> Shellfish (ex: oysters) <input type="radio"/> Marine mammals (ex: dolphins)		
c. Beef, pork, lamb, other meat, Select the type:	<input type="radio"/> Beef <input type="radio"/> Lamb <input type="radio"/> Pork <input type="radio"/> Miscellaneous meat (ex: goat, rabbit), Describe:		
d. Poultry, seafood, beef, pork, lamb, other meat, Select the best description of the product upon arrival at the food service establishment:	<input type="radio"/> Raw, nonfrozen <input type="radio"/> Commercially processed precooked, may require heating for palatability (ex: deli meat, hot dogs, fully cooked frozen fish heated for service) <input type="radio"/> Raw, frozen <input type="radio"/> Commercially processed, further cooking required (ex: chicken nuggets that require full cooking) <input type="radio"/> Raw, intended for raw service (ex: oysters, steak tartar) <input type="radio"/> Dried/Smoked <input type="radio"/> Other, Describe:		
e. Dairy, Select the best description of the product upon arrival at the food service establishment:	<input type="radio"/> Pasteurized fluid milk <input type="radio"/> Pasteurized dairy product, Describe: <input type="radio"/> Cheese, Describe: <input type="radio"/> Unpasteurized fluid milk <input type="radio"/> Unpasteurized dairy product, Describe:		
f. Eggs, Select the best description of the product upon arrival at the food service establishment:	<input type="radio"/> Pasteurized in-shell eggs <input type="radio"/> Unpasteurized in-shell eggs <input type="radio"/> Pasteurized egg product <input type="radio"/> Unpasteurized egg product Describe the egg ingredient:		
g. A plant or plant product, Select the type:	<input type="radio"/> Fruit (ex: apples, berries, citrus) <input type="radio"/> Nuts/Seeds (ex: pecans, sesame seeds) <input type="radio"/> Grains/Cereal products (ex: bread, pasta) <input type="radio"/> Fungi (ex: mushrooms) <input type="radio"/> Grains/Cereals (ex: rice, wheat, oats) <input type="radio"/> Produce Describe the plant ingredient:		
h. If ingredient is produce, Select the type:	<input type="radio"/> Greens (ex: romaine, spinach) <input type="radio"/> Root vegetable (ex: potatoes, garlic) <input type="radio"/> Sprouts (ex: alfalfa) <input type="radio"/> Vine or above ground vegetable (ex: asparagus, black beans) Describe the produce ingredient:		
i. If ingredient is a plant or plant product, Select the best description of the plant product upon arrival at the food service establishment:	<input type="radio"/> Raw, whole, nonfrozen (ex: green beans) <input type="radio"/> Commercially processed fresh product (ex: bagged lettuce) <input type="radio"/> Commercially processed - canned <input type="radio"/> Raw, frozen (ex: frozen corn) <input type="radio"/> Dried, other		
j. If ingredient is not described in the previous categories, Describe the ingredient:			

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**Part VI- Positive samples:** Complete this section for EACH positive sample.

Sampe number (assigned by health department):	Date sample was collected (DD/MM/YYYY):		
1. Describe the agent(s) found in the sample.	<b>a. Agent (Check all that apply)</b>	<b>b. Serotype, if identified</b>	<b>c. Matched a clinical sample</b>
	<input type="radio"/> Hepatitis A		<input type="radio"/> Yes <input type="radio"/> No
	<input type="radio"/> <i>Bacillus cereus</i>		<input type="radio"/> Yes <input type="radio"/> No
	<input type="radio"/> <i>Campylobacter</i>		<input type="radio"/> Yes <input type="radio"/> No
	<input type="radio"/> Ciguatera toxin		<input type="radio"/> Yes <input type="radio"/> No
	<input type="radio"/> <i>Clostridium perfringens</i>		<input type="radio"/> Yes <input type="radio"/> No
	<input type="radio"/> <i>Cryptosporidium</i>		<input type="radio"/> Yes <input type="radio"/> No
	<input type="radio"/> <i>Cyclospora</i>		<input type="radio"/> Yes <input type="radio"/> No
	<input type="radio"/> <i>E. coli</i> 0157:H7		<input type="radio"/> Yes <input type="radio"/> No
	<input type="radio"/> <i>E. coli</i> STEC/VTEC		<input type="radio"/> Yes <input type="radio"/> No
	<input type="radio"/> <i>Listeria</i>		<input type="radio"/> Yes <input type="radio"/> No
	<input type="radio"/> Norovirus		<input type="radio"/> Yes <input type="radio"/> No
	<input type="radio"/> <i>Salmonella</i>		<input type="radio"/> Yes <input type="radio"/> No
	<input type="radio"/> Scombrototoxin		<input type="radio"/> Yes <input type="radio"/> No
	<input type="radio"/> <i>Shigella</i>		<input type="radio"/> Yes <input type="radio"/> No
	<input type="radio"/> <i>Staphylococcus aureus</i>		<input type="radio"/> Yes <input type="radio"/> No
	<input type="radio"/> <i>Vibrio parahaemolyticus</i>		<input type="radio"/> Yes <input type="radio"/> No
	<input type="radio"/> <i>Yersinia</i>		<input type="radio"/> Yes <input type="radio"/> No
	<input type="radio"/> Toxic agent, <i>Describe:</i>		<input type="radio"/> Yes <input type="radio"/> No
	<input type="radio"/> Chemical hazard, <i>Describe:</i>		<input type="radio"/> Yes <input type="radio"/> No
	<input type="radio"/> Physical hazard, <i>Describe:</i>		<input type="radio"/> Yes <input type="radio"/> No
<input type="radio"/> Other, <i>Describe:</i>		<input type="radio"/> Yes <input type="radio"/> No	
2. Where was the sample taken?	<div style="display: flex; flex-wrap: wrap;"> <div style="width: 33%;"><input type="radio"/> Floor drain</div> <div style="width: 33%;"><input type="radio"/> Slicer</div> <div style="width: 33%;"><input type="radio"/> Wall, ceiling</div> <div style="width: 33%;"><input type="radio"/> Food prep table</div> <div style="width: 33%;"><input type="radio"/> Inside any cooling unit (ex: walk-in, reach-in)</div> <div style="width: 33%;"><input type="radio"/> Floor (ex: floor itself, floor mat)</div> <div style="width: 33%;"><input type="radio"/> Utensil (ex: tongs, pan)</div> <div style="width: 33%;"><input type="radio"/> Inside any heating unit</div> <div style="width: 33%;"><input type="radio"/> Other, <i>Describe:</i></div> <div style="width: 33%;"><input type="radio"/> Sink</div> </div> <p>The name given below should match the specific food name given in Part Va.</p> <p><input type="radio"/> Specific food ingredient, <i>Describe:</i></p> <p>The name given below should match the multi- ingredient food name given in Part Vb.</p>		

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	<input type="radio"/> Multi-ingredient food, <i>Describe:</i>
<b>3. Provide any other information about the specific sample. Include presence/absence, detect/non-detect, and results with a value (pH, X ppm, X, cfu/g).</b>	

**Part VII—Contributing factors:** Complete this section for EACH contributing factor identified in this outbreak. Contributing factors are defined in the Definitions of Factors Contributing to Outbreaks section of the *NEARS Instruction Manual*.

<b>1. Which contributing factor was identified?</b>	<input type="radio"/> C1 <input type="radio"/> P1 <input type="radio"/> S1 <input type="radio"/> C2 <input type="radio"/> P2 <input type="radio"/> S2 <input type="radio"/> C3 <input type="radio"/> P3 <input type="radio"/> S3 <input type="radio"/> C4 <input type="radio"/> P4 <input type="radio"/> S4 <input type="radio"/> C5 <input type="radio"/> P5 <input type="radio"/> S5 <input type="radio"/> C6 <input type="radio"/> P6 <input type="radio"/> S6 <i>Other, Describe:</i> <input type="radio"/> C7 <input type="radio"/> P7 <input type="radio"/> C8 <input type="radio"/> P8 <input type="radio"/> C9 <input type="radio"/> P9 <input type="radio"/> C10 <input type="radio"/> P10 <input type="radio"/> C11 <input type="radio"/> P11 <i>Other, Describe:</i> <input type="radio"/> C12 <input type="radio"/> C13 <i>Other, Describe</i>
<b>2. In your judgment, was this the primary contributing factor for this outbreak?</b>	<input type="radio"/> Yes <input type="radio"/> No
<b>3. Briefly explain why this is a contributing factor in this outbreak.</b>	
<b>4. When did this factor most likely occur?</b>	<input type="radio"/> Before vehicle entry into the food service establishment <input type="radio"/> While the vehicle was at the food service establishment <input type="radio"/> After the vehicle left the food service establishment <input type="radio"/> Unknown