

**Minnesota Department of Agriculture
Food and Feed Safety Division**

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Version #: 1.1	Effective Date: 1/9/2017
Title: Foodborne Illness and Investigational Data Analysis and Lessons Learned SOP	

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1. PURPOSE

The purpose of this procedure is to describe the periodic review of foodborne illnesses and food contamination events that have been investigated by the Minnesota Department of Agriculture (MDA) Food and Feed Safety Division (FFSD) Rapid Response Team (RRT) to identify trends, contributing factors, antecedents, and suggest steps for prevention. These procedures are to be conducted at least once per year. A more frequent analysis may be performed if deemed necessary by the RTO Supervisor.

2. SCOPE

This procedure applies to the Response, Training and Outreach (RTO) Supervisor, RRT Coordinator, and RRT Investigator/Analyst. The illness and contamination investigational data to be analyzed include, but is not limited to, RRT investigations, foodborne illness complaints, product and environmental sampling results, and consumer advisories conducted by MDA and pertaining to FFSD regulated products and processes. This does not supplant similar activities that may be conducted by other units or programs in FFSD. It also does not replace the need to conduct after action reviews following individual RRT investigations (see *RESP.50.03 – After Action Review SOP*) or the need to complete an annual summary of investigations (see *RESP.50.10 – RRT Annual Investigations Summary SOP*).

3. BACKGROUND

Foodborne illnesses and food contamination events are valuable sources from which to learn about new food safety risks, identify gaps in current practices, and promote ways to improve preventative measures.

4. RESPONSIBILITY

Response, Training and Outreach (RTO) Supervisor – The RTO Supervisor oversees RRT staff in completion of the data analysis. The RTO Supervisor also executes the final review of the annual report.

Rapid Response Team (RRT) Coordinator – The RRT Coordinator is responsible for completion of data analysis and the annual lessons learned report or delegating the task to the RRT Investigator/Analyst as described in this SOP.

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Rapid Response Team (RRT) Investigator/Analyst – The RRT Investigator/Analyst is responsible for assisting the RRT Coordinator with data analysis and the annual lessons learned report.

5. DEFINITIONS

After Action Review (AAR): A no-fault process or meeting whereby everyone involved in the response/event collectively evaluates the response. The emphasis should be on identifying strengths and weaknesses of the jurisdiction’s or agency’s plans, protocols, and procedures, and the tactics utilized to achieve the strategic goals. The outcome of the AAR is the After Action Review Report.

After Action Review Report: An AAR Report analyzes results, identifies strengths to be maintained and built upon, identifies potential areas for further improvement, and supports development of corrective actions. The report includes a summary of the incident, review of the response process, timeline of the events, strengths and areas for improvement observed during the response, and an improvement plan (IP). The IP should include a clear description of recommendations for improvement, who the responsible parties will be for implementing each recommendation or each corrective action, and a timeframe for completion.

Annual Summary: A collection of all Investigation Summaries and outlined “next steps” for each closed RRT investigation for the calendar year in a single document.

Investigation Summary: A document used to capture the nature of the problem and summarize the actions taken in response. The Investigation Summary is MDA RRT’s official record of the response.

RRT Investigation: Any type of event that involved the MDA RRT to either lead or assist. These include, but are not limited to, foodborne illness outbreaks, food facility contamination events, product recall follow-up, and natural disaster response. Note that not all of these types of events necessarily involve the RRT.

6. PROCEDURES

6.1 RRT Coordinator – Gather Data for Review and Analysis

6.1.1 Assemble the data sources for review and analysis. Data should be collected from the past year or since the last data analysis was conducted, whichever is sooner. These sources may include the following, as applicable:

- a. Previous data analysis and lessons learned summaries;
- b. Investigation Summaries and associated investigation reports and environmental assessments;
- c. Annual Summaries;
- d. RRT AAR Reports (including improvement plans);
- e. MDA consumer advisories or news releases pertaining to FFSD-regulated products;

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- f. Laboratory results of environmental or finished product samples collected by FFSD inspectors;
- g. Letters of Warning and Letters of Information issued by FFSD Compliance Unit;
- h. Foodborne illness complaints for which FFSD action or follow-up was taken, and
- i. Any other foodborne illness investigation, food contamination event and/or root cause analysis, food facility environmental assessment, or food recall that involved FFSD staff.

6.2 RRT Coordinator – Conduct Data Analysis

- 6.2.1 Review and analyze the assembled data. Request assistance or consultation from other staff as needed. Analyze assembled data to identify:
 - a. New or novel etiologic agents, food vehicles, or agent-vehicle combinations;
 - b. Increased prevalence of an agent, food vehicle, or agent-vehicle combination;
 - c. Number of complaints implicating the same establishment or the same type of establishment, the same food or similar food preparation processes, or the same agent or novel agents;
 - d. Number of complaints involving real or alleged threats of intentional food contamination;
 - e. Food harvesting, production, transportation, or storage practices or equipment that may have contributed to food contamination and/or illness;
 - f. Frequency of contributing factors or antecedents identified in environmental assessments; and
 - g. Other trends or root causes.
- 6.2.2 Consult scientific literature, regulatory guidance, and current Minnesota statutes and federal laws, among other sources, to determine the background and context for any analytical findings.

6.3 RRT Coordinator – Summarize and Disseminate Findings

- 6.3.1 Write a summary of the data analysis findings; the scientific, regulatory, or legal context of the findings; and any recommended strategies including but not limited to: training, outreach, education, enforcement, procedural changes, public awareness activities, or other actions to address food safety gaps or preventative measures.
- 6.3.2 Submit the summary report to the RTO Supervisor.
- 6.3.3 After approval by the RTO Supervisor, circulate a copy to relevant FFSD staff and appropriate local, state, and federal partners.

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6.3.4 Maintain a copy of the final report on the RRT SharePoint site.

6.4 RRT Investigator/Analyst

6.4.1 Assist RRT Coordinator in the assembling of data and data analysis (6.1 and 6.2) as requested.

6.4.2 Assist RRT Coordinator in drafting the final report (6.3) as requested.

6.5 RTO Supervisor

6.5.1 Provide assistance and consultation to the RRT Coordinator and RRT Investigator during the data analysis and drafting of the final report (6.2 and 6.3).

6.5.2 Review the final report and make necessary edits.

6.5.3 Approve the final report.

7. RELATED DOCUMENTS (includes References, Attachments)

RESP.50.03 – After Action Review SOP

RESP.50.10 – RRT Annual Investigations Summary SOP

8. EQUIPMENT/MATERIALS NEEDED

N/A

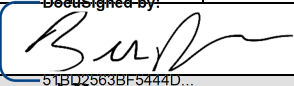
9. SAFETY

N/A

10. CIRCULATION

This document will be distributed to the Rapid Response Team members, including RTO Supervisor, RRT Coordinator, and RRT Investigator/Analyst. The current version will be stored electronically on the FFSD document control site.

11. APPROVAL/DOCUMENT HISTORY

Document History		
Version #	Status (I, R)	Change History
1	R	Previous version FOOD.50.13 – Data Analysis and Lessons Learned SOP transferred to the Response (RESP) Unit. Updates made due to division structure changes from DFID to FFSD and responsibility changes within the SOP.
1.1	R	Minor changes to include addition of RRT Investigator/Analyst to responsibilities; addition of annual summary, investigation summary, and RRT Investigation to definitions.
DocuSigned by: 		1/9/2017
Approved By: <small>51FD2563BF5444D...</small>		Date
Approved By:		Date

I = Initial document; R = Revised document