CERTIFICATION STATEMENT

on behalf of the

NATIONAL WILDFIRE COORDINATING GROUP

The following training material attains the standards prescribed for courses developed under the interagency curriculum established and coordinated by the National Wildfire Coordinating Group. The instruction is certified for interagency use and is known as:

Food Unit Leader, S-357
Certified at Level I

This product is part of an established NWCG curriculum. It meets the COURSE DEVELOPMENT AND FORMAT STANDARDS – Sixth Edition, 2003 and has received a technical review and a professional edit.

Member NWCG and Training Working Team Liaison

Date 10/17/08

Chairperson, Training Working Team

Date 10/16/08

Food Unit Leader
S-357

Field Guide
OCTOBER 2008
NFES 2297

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E-mail: nwcg_standards@nifc.blm.gov.

Additional copies of this publication may be ordered from National Interagency Fire Center,
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NWCG TRAINING WORKING TEAM
POSITION ON COURSE PRESENTATION AND MATERIALS

The recommended hours listed in the FMCG are developed by Subject Matter Experts based on their estimation of the time required to present all material needed to adequately teach the unit and course objectives. The hours listed may vary slightly due to factors such as number of students, types and complexity of course activities, and the addition of local materials. NWCG is aware that there have been courses presented in an abbreviated form, varying greatly from the recommended course hours. Instructors and students are cautioned that in order to be recognized as an NWCG certified course, certain guidelines must be followed:

- Lead instructors are encouraged to enhance course materials to reflect the conditions, resources and policies of the local unit and area as long as the objectives of the course and each unit are not compromised.

- Exercises can be modified to reflect local fuel types, resources and conditions where the student will be likely to fill incident assignments. The objectives and intent of the exercises must remain intact.

- Test questions may be added that reflect any local information that may have been added to the course. However, test questions in the certified course materials should not be deleted to ensure the accurate testing of course and unit objectives.

- Test grades, to determine successful completion of the course, shall be based only on the questions in the certified course materials.

If lead instructors feel that any course materials are inaccurate, that information should be submitted by e-mail to NWCG Fire Training at nwcg_standards@nifc.blm.gov. Materials submitted will be evaluated and, where and when appropriate, incorporated into the appropriate courses.

COURSE LENGTH FOR NWCG COURSES

If a course is available through PMS, the recommended course hours and the "NWCG Position on Course Presentation and Materials" will be adhered to by the course instructors.

- Unit times represent the allotted time to teach the unit and complete the exercises, simulations, and tests.

- Recommended course hours are given to help the students and the course coordinator with planning travel, room reservations, and facilities usage. This represents the time estimated to present the NWCG provided materials including time for breaks, lunch periods, set-up for field exercises or simulations, etc.

- Actual times for both the unit and the course may vary based on number of students, types and complexity of course activities, and the addition of local instructional materials.

If the course is not available through PMS, e.g., L-380, and has been developed using NWCG course criteria, minimum course hour requirements have been established and must be adhered to by the course developer and course instructors.

Course hours for all NWCG courses can be found in the Field Manager's Course Guide (http://www.nwcg.gov/pms/training/fmcg.pdf). If the hours are a minimum versus recommended they will be stated as such.

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FDUL Position Checklist

The following tasks should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.

X	***Task***
	Obtain briefing from Logistics Section Chief or Service Branch Director.
	Determine potential duration of incident.
	Number and location of personnel to be fed.
	Last meal provided.
	Proposed time of next meal.
	Determine food service requirements for planned and expected operations.
	Determine best method of feeding to fit situation and obtain bids if not done prior to incident (coordinate with Procurement Unit).
	Determine location of working assignment.
	Ensure sufficient potable water and beverages for all incident personnel.
	Coordinate transportation of food and drinks to the scene with Ground Support and Operations Section Chief.
	Ensure that appropriate health and safety measures are taken and coordinate activity with Safety Officer.
	Supervise administration of food service agreement, if applicable.
	Provide copies of receipts, bills to Finance/Administration Section.
	Let Supply Unit know when food orders are complete.
	Provide briefing to relief on current activities and unusual situations.
	Document all activity on Unit Log (ICS Form 214).

FDUL Kit

Kit will be assembled and prepared prior to receiving an assignment. Kit will contain critical items needed for the assignment and items needed for functioning during the first 48 hours. Kit will be easily transportable and within agency weight limitations (per National Mobilization Guide). The following items are ***suggested*** as basic information and materials:

- ☐ Proof of incident qualifications (Red Card)
- ☐ Unit Leader PTB, PMS 311-34: http://www.nwcg.gov/pms/pms.htm
- ☐ Fireline Handbook, PMS 410-1, NFES 0065
- ☐ National Mobile Food Services Contract: www.fs.fed.us/fire/contracting
- ☐ Incident Response Pocket Guide, PMS 461, NFES 1077

National Mobile Food Services Contract forms:

- ☐ 1276-A, Interagency Mobile Food Services Daily Meal Order/Invoice, NFES 2052
- ☐ 1276-B, Interagency Mobile Food Services Daily Meal Order/Invoice, Continuation, NFES 2053
- ☐ 1276-E, Interagency Mobile Food Services Performance Evaluation, NFES 0822
- ☐ 1276-H, Interagency Mobile Food Services Performance Evaluation, Continuation, NFES 2852

Miscellaneous documentation forms:

- ☐ ICS 213, General Message, NFES 1336
- ☐ ICS 214, Unit Log, NFES 1337
- ☐ ICS 226, Individual Performance Rating, NFES 2074
- ☐ SF 261, Crew Time Report, NFES 0891 or OF 288, Emergency Firefighter Time Report, NFES 0866 (or other agency specific time report forms)
- ☐ OF 297, Emergency Equipment Shift Ticket, NFES 0872
- ☐ Food Service Request (National Mobile Food Services Contract, National Mobilization Guide)
- ☐ Agency/local area specific forms (requisition forms, Emergency Equipment Rental Agreements [EERA])

Miscellaneous Items *(optional):*

- ☐ Assorted pens
- ☐ Pencils
- ☐ Markers/highlighters
- ☐ Thumbtacks
- ☐ String tags
- ☐ Pads of paper
- ☐ Clipboard
- ☐ Masking/strapping tape
- ☐ Duct tape
- ☐ Envelopes
- ☐ Surveyor flagging
- ☐ File system supplies
- ☐ Hole punch
- ☐ Utility knife
- ☐ Calculator
- ☐ Counter, handheld
- ☐ Thermometers (food and freezer temperature)
- ☐ Flashlight (extra batteries)
- ☐ Alarm clock
- ☐ Camera
- ☐ Calendar
- ☐ Tape measure
- ☐ Insect repellent
- ☐ Local area maps, road atlas
- ☐ Laptop computer
- ☐ No Smoking signs, NFES 0177 (or in Incident Base Sign Kit, NFES 1031)

Wildland Fire Leadership Values and Principles	
Duty	**Be proficient in your job, both technically and as a leader.** –Take charge when in charge. –Adhere to professional standard operating procedures. –Develop a plan to accomplish given objectives.
	Make sound and timely decisions. –Maintain situation awareness in order to anticipate needed actions. –Develop contingencies and consider consequences. –Improvise within the commander's intent to handle a rapidly changing environment.
	Ensure that tasks are understood, supervised, and accomplished. –Issue clear instructions. –Observe and assess actions in progress without micro-managing. –Use positive feedback to modify duties, tasks and assignments when appropriate.
	Develop your subordinates for the future. –Clearly state expectations. –Delegate those tasks that you are not required to do personally. –Consider individual skill levels and development needs when assigning tasks.
Respect	**Know your subordinates and look out for their well being.** –Put the safety of your subordinates above all other objectives. –Take care of your subordinate's needs. –Resolve conflicts between individuals on the team.
	Keep your subordinates informed. –Provide accurate and timely briefings. –Give the reason (intent) for assignments and tasks. –Make yourself available to answer questions at appropriate times.
	Build the team. –Conduct frequent debriefings with the team to identify lessons learned. –Recognize individual and team accomplishments and reward them appropriately. –Apply disciplinary measures equally.
	Employ your subordinates in accordance with their capabilities. –Observe human behavior as well as fire behavior. –Provide early warning to subordinates of tasks they will be responsible for. –Consider team experience, fatigue and physical limitations when accepting assignments.
Integrity	**Know yourself and seek improvement.** –Know the strengths/weaknesses in your character and skill level. –Ask questions of peers and superiors. –Actively listen to feedback from subordinates.
	Seek responsibility and accept responsibility for your actions. –Accept full responsibility for and correct poor team performance. –Credit subordinates for good performance. –Keep your superiors informed of your actions.
	Set the example. –Share the hazards and hardships with your subordinates. –Don't show discouragement when facing set backs. –Choose the difficult right over the easy wrong.

Points to Consider When Planning Food Unit

- Probable duration of incident.
- Agency policy on feeding or procurement.
- Which meals will you prepare?
- Space available at each base or camp for cooking, preparation, serving.
- Complexity of incident over a period of time (fluctuations in numbers to feed).
- Location of facility to tactical personnel or incident.
- Turnaround time for ordering and delivery of supplies.
- Are adequate food supplies available locally?
- How remote are the facilities from procurement areas?
- Number to feed at each facility.
- Availability of food preparation people to work at facilities.
- Will personnel be shifted from one facility to another?
- Are there specific adverse sanitation conditions at any of the camps or feeding locations?

Food Unit Daily Schedule

Normal Shift

Morning Shift

Breakfast 0400-0500

Beverage tent
Cooking/preparation
Check on beverage preparation
Examine breakfast bar set-up
Monitor breakfast preparation crew
Oversee cooking preparation
Manifest and sign lunch delivery to refrigeration unit

0500-0900

Brief breakfast counter
Open the breakfast line
Test plate for serving size
Test plate for components (i.e., checklist)
Monitor eating area and trash handling
Obtain final count at close of breakfast period
Update Unit Log for the morning shift (i.e., 0400-0900)

Day Shift

Lunch 0900-1500

Refrigeration unit inspection
Safety inspection
Dry goods inspection
Food preparation area inspection
Kitchen hygiene inspection
Lunch preparation area inspection
Read Food Code and Mobile Food Services Contract
Logistics Section daily staff meeting
Invoices (1276-A/B)
Contract Diary
Daily logs inspection
Update Unit Log for day shift
Monitor frozen meat defrosting
Supper count to kitchen by 1100
Lunch breakdown (both vegetarian and meat)
Provide lunch count for next day to Kitchen Manager

Night Shift

Dinner 1500-2300

Inspect dinner preparation
Cooking practices
Sample entrée portion
Assure food count at line opening (1800)
Check portions throughout serving period
Observe cleanup (pots and pans [water temps])
Lunch preparation check
Update Unit Log for night shift
Close line and verify count
Update/fill out invoice or make notes
Walk through unit
Inspect 24 hour bar
Breakfast count to kitchen (by 2300)

Foodborne Diseases

Foodborne Disease	Signs and Symptoms	Duration of Illness	Associated Foods and Causes
Staphylococcal Intoxication	Rapid onset nausea, vomiting, retching, abdominal cramping, and prostration.	2 – 3 days	Meat and meat products; poultry and egg products; salads such as egg, tuna, chicken, potato, and macaroni; bakery products such as cream-filled pastries, cream pies, and chocolate éclairs; sandwich fillings; and milk and dairy products.
Salmonella infection	Sudden onset of nausea, abdominal cramping, and bloody diarrhea with mucous.	5-7 days	Raw meat and eggs
Shigella	Abdominal pain; cramps; diarrhea; fever; vomiting; blood, pus, or mucus in stools; tenesmus.	12 to 50 hours	Salads (potato, tuna, shrimp, macaroni, and chicken), raw vegetables, milk and dairy products, and poultry. Fecal contaminated water and unsanitary handling by food handlers are the most common causes of contamination.
Botulism	Difficulty speaking, swallowing, or with blurred or double vision. The incidence of the disease is low, but the mortality rate is high if not treated immediately.	The incubation period between ingestion of the toxin and first signs of intoxication is usually 12 to 36 hours	Sausages, meat products, canned vegetables and seafood products, canned corn, peppers, green beans, soups, beets, asparagus, mushrooms, ripe olives, spinach, tuna fish, chicken and chicken livers and liver pate, and luncheon meats, ham, sausage, stuffed eggplant, lobster, and smoked and salted fish, chopped garlic-in-oil.
Strepotococcus	Sore and red throat, pain on swallowing, tonsillitis, high fever, headache, nausea, vomiting, malaise, rhinorrhea; occasionally a rash.	Onset 1-3 days	Milk, ice cream, eggs, steamed lobster, ground ham, potato salad, egg salad, custard, rice pudding, and shrimp salad. Most current outbreaks have involved complex foods (salads) which were infected by a food handler with septic sore throat.

Foodborne Diseases, continued

Foodborne Disease	Signs and Symptoms	Duration of Illness	Associated Foods and Causes
Hepatitis A	Sudden onset of fever, malaise, nausea, anorexia, and abdominal discomfort, followed in several days by jaundice.	Onset 10 to 50 days	The virus has not been isolated from any food associated with an outbreak. HAV is primarily transmitted by person-to-person contact through fecal contamination, but common-source epidemics from contaminated food and water also occur. Poor sanitation and crowding facilitate transmission.
Giardia	Diarrhea, abdominal cramps, nausea	1 to 2 weeks, but there are cases of chronic infections lasting months to years.	Most frequently associated with the consumption of contaminated water. Five outbreaks have been traced to food contamination by infected or infested food handlers, and the possibility of infections from contaminated vegetables that are eaten raw cannot be excluded.
Trichinosis	1-2 days abdominal pain, vomiting, diarrhea, fever, sweating, muscular pain, chills, skin lesions, prostration.	Symptoms could show up 2-8 weeks after exposure	Parasites from pork or wild game. Can be prevented with proper cooking temperatures.
E. coli Currently, there are four recognized classes of enterovirulent *E. coli* (collectively referred to as the EEC group) that cause gastroenteritis in humans.	Watery or bloody diarrhea, abdominal cramps, low-grade fever, nausea and malaise. Some strains can lead to permanent loss of kidney function.		Raw beef and chicken, contamination of water with human sewage may lead to contamination of foods. Infected food handlers may also contaminate foods. Dairy products such as semi-soft cheeses Undercooked or raw hamburger (ground beef) has been implicated in many of the documented outbreaks, however, *E. coli* O157:H7 outbreaks have implicated alfalfa sprouts, unpasteurized fruit juices, dry-cured salami, lettuce, game meat, cheese curds, and raw milk.

Potentially Hazardous Foods

Pathogens of concern and control methods for various product categories (including examples of foods that may need to be evaluated for time/temperature control needs for safety).

Product Category (examples of possible foods for evaluation)	Pathogens of Concern	Types of Process Control (Alone and in Combination)
Meats and poultry (fermented sausage)	*Clostridium botulinum* and *Clostridium perfringens*, *Salmonella* spp., enterohemmorrhagic *Escherichia coli*, *Camplylobacter jejuni*, *Yersinia enterocolitica*, *Staphylococcus aureus*, *Listeria monocytogenes*	Time/temperature, pH, a_w, preservatives, moisture protein ratio, fermentation, heat processing
Fish and seafood (smoked fish)	*Vibrio vulnificus*, *Vibrio parahaemolyticus*, *Vibrio cholerae*, *C. botulinum*, *L. monocytogenes*, *Salmonella* spp., *Shigella* spp., *S. aureus*	Time/temperature, harvest site control, fermentation, pH, a_w, water-phase salt, preservatives, drying, salting
Fruits and vegetables (peeled carrots)	*Salmonella* spp., *Shigella* spp., enterohemmorrhagic *E. coli*, *L. monocytogenes*, *Bacillus cereus*, *C. botulinum*, *Y. enterocolitica*	Production control (Good Agriculture Practices), time/temperature, cooking, preservation techniques
Cereal grains and related products (fresh pasta, foccacia bread)	*Salmonella* spp., *S. aureus*, *B. cereus*, *C. botulinum*	Cooking, a_w, pH, preservatives, time/temperature
Fats, oils and salad dressings (garlic-in-oil)	*S. aureus*, *Salmonella* spp., *B. cereus*, *C. botulinum*	pH, a_w, salt
Butter and margarine (light salted butter)	*S. aureus*, *L. monocytogenes*, *Y. enterocolitica*	Production/raw ingredient quality control, moisture droplet size in the water-in-oil emulsion, water phase salt, a_w
Sugars and syrups (light maple syrup)	*C. botulinum*	a_w, acidification (light syrups)
Eggs and egg products (meringue)	*Salmonella* spp., *L. monocytogenes*	Production control, cooking/ pasteurization, time/temperature
Milk and milk products (yogurt)	*Salmonella* spp., *L. monocytogenes*, enterohemmorrhagic *E. coli*, *S. aureus*, *B. cereus* (cells and spores), *C. botulinum* (cells and spores), *Campylobacter jejuni*	Production control, time/temperature, cooking/pasteurization, a_w, preservatives
Cheese and cheese products (Natural Swiss cheese)	*Salmonella* spp., *L. monocytogenes*, enterohemmorrhagic *E. coli*, *S. aureus*, *Shigella* spp., *C. botulinum* (cells and spores)	Production control, moisture content, a_w, pasteurization, preservatives, pH
Combination products (cheese with vegetable pieces, pumpkin pie, stuffed pastry)	Variable, based on raw materials and processing	Variable, based on raw materials and product

FDA Food Code Mobile Food Establishment Matrix

The matrix on the following page is a plan review and inspectional guide for mobile food establishments based on the mobile unit's menu and operation. Mobile units range in type from push carts to food preparation catering vehicles.

To use the matrix, read down the columns based on the menu and operation in use. For example, if only prepackaged potentially hazardous food (time/temperature control for safety food) is served, then requirements listed in the **Potentially Hazardous (TCS) Menu - *Prepackaged*** column apply. Likewise, if only food that is not potentially hazardous (time/temperature control for safety food) is prepared on board, then requirements listed in the **Not Potentially Hazardous Menu (TCS) - *Food Preparation*** column apply. Note that if a mobile food establishment has available for sale to the consumer both prepackaged potentially hazardous food (time/ temperature control for safety food) and potentially hazardous food (time/temperature control for safety food) prepared on board, then the more stringent requirements of the **Potentially Hazardous (TCS) Menu - *Food Preparation*** column apply.

It is important to remember that mobile units may also be subject to all Food Code provisions that apply to food establishments. Consult the local regulatory authority for specific local requirements.

The local regulatory authority's decision to require auxiliary support services such as a commissary or servicing area should be based on the menu, type of operation, and availability of on-board or on-site equipment.

Note: The Food Code definition of "Food Establishment" does not include an establishment that offers only prepackaged foods that are not potentially hazardous (time/temperature control for safety foods).

FDA Food Code Mobile Food Establishment Matrix

Food Code	***Potentially Hazardous Menu***		***Not Potentially Hazardous Menu***
Areas/Chapter	*Food Preparation*	*Prepackaged*	*Food Preparation*
Personnel	Applicable Sections of Parts 2-2 - 2-4 5-203.11 (B)	Applicable Sections of Parts 2-2 - 2-4 5-203.11 (B)	Applicable Sections of Parts 2-2 - 2-4 5-203.11 (B)
Food	3-101.11 3-201.11-.16 3-202.16; Applicable Sections of Part 3-3; 3-501.16 3-501.18(A) &(C)	3-101.11 3-201.11-.16 3-303.12(A) 3-305.11; 3-305.12 (Applicable to Service Area or Commissary)	3-101.11; 3-201.11 3-202.16; Applicable Sections of Part 3-3
Temperature Requirements	3-202.11; Applicable Sections of Parts 3-4 & 3-5	3-202.11 3-501.16	NONE
Equipment Requirements	Applicable Sections of Parts 4-1 - 4-9 and 5-5	Applicable Sections of Parts 4-1 - 4-2; 4-6 and 5-5	Applicable Sections of Parts 4-1 - 4-2; 4-5 - 4-6 and 5-5
Water & Sewage	5-104.12 5-203.11(A) & (B) Part 5-3; 5-401.11 5-402.13-.15	5-203.11(B)	5-104.12 5-203.11(A) & (B) Part 5-3; 5-401.11 5-402.13-.15
Physical Facility	6-101.11; 6-201.11 6-102.11(A) & (B) 6-202.15; 6-501.11 6-501.12; 6-501.111	6-101.11 6-102.11(A) & (B) 6-202.15 6-501.111	6-101.11; 6-201.11 6-102.11(A) & (B) 6-202.15; 6-501.11 6-501.12; 6-501.111
Toxic Materials	Applicable Sections of Chapter 7	Applicable Sections of Chapter 7	Applicable Sections of Chapter 7
Servicing	6-202.18 / As necessary to comply with the Food Code	6-202.18 / As necessary to comply with the Food Code	6-202.18 / As necessary to comply with the Food Code
Compliance and Enforcement	Applicable Sections of Chapter 8 and Annex 1	Applicable Sections of Chapter 8 and Annex 1	Applicable Sections of Chapter 8 and Annex 1

FOOD LABEL COMPARISON GUIDE

Relative Food Service Distributor Quality Grades

Company or Group	1st Quality Labeling	2nd Quality Labeling	3rd Quality Labeling
ALL KITCHENS	EMERALD / GREEN	BLUE	RED
ALLIANT	GOURMET / PRESTIGE	PREMIER	PREFERRED
CODE	ELITE / REGAL	MAJESTIC	----
COMSOURCE	MEDALLION / MERIT	TRADITIONAL	CITATION
FEDERATED FOODS	RED RED & WHITE PARADE HY-TOP	BLUE RED & WHITE PARADE HY-TOP	YELLOW YELLOW PARADE HY-TOP
FOOD SERVICES OF AMERICA	SIGNATURE TEAL	ELITE RED	PRIDE YELLOW
FROSTY ACRES	GOLD / FROSTY ACRES	GARDEN DELIGHT	----
GOLBON	GOLBON GREEN	GOLBON RED	SILBON BLUE
J.P. FOODSERVICE	GOLD	BLUE	RED
NIFDA	NIFDA – PRIME PAK	CHEF-PAK	ECONO-PAK BROWN
NUGGET	BLACK	RED	GREEN
PLEE-ZING	PLEEZING - BLUE	LITTLE – MOMMIE/RED	PARTAKE - GREEN
POCAHONTAS	POCAHONTAS	MOUNT STERLING	WIGWAM
PYA / MONARCH	MONARCH – REGENCY MONARCH - PREMIUM	MONARCH RED MONARCH HERITAGE	YACHT CLUB MONARCH ADVANTAGE
RYKOFF SEXTON	SEXTON - RED	SEXTON - BLUE	SEXTON - GREEN
SYSCO	SUPREME – GOLD IMPERIAL – BLUE CLASSIC - RED	RELIANCE - GREEN	VALUE LINE - BROWN
U.S. FOODSERVICE	BLUE	RED	HARVEST BLUE

* This guide is provided for informational purposes only, to aid and assist Contracting Officer's Technical Representatives (COTRs) and Food Unit Leaders (FDULs) to more easily identify and determine relative food product quality and is not intended to be an endorsement of any kind. Food service industry distributors wishing to add information to this guide may contact Chris Kirk via e-mail at: ckirk@fs.fed.us

USDA INGREDIENT AND LABELING REQUIREMENTS

USDA Ingredient Standard List and Labeling Requirements for Ground Beef Products

CATEGORY	INGREDIENTS									
	Skeletal Muscle	Skeletal Trimmings	Head Meat	Cheek Meat Limited to 25%	Added Beef Fat	PDCB*	PDBT**	Beef Hearts	Water, Binders, Extenders & Fillers	Organ Meats
Ground Chuck, Ground Round or Chopped Sirloin	⊘	⊘ (From muscle identified)								
Ground Beef (also 100% Pure or Pure Ground Beef)	⊘	⊘	⊘	✓ (If exceeds 2%)						
Hamburger	⊘	⊘	⊘	✓ (If exceeds 2%)	⊘					
Pure Beef Patties (also 100% Pure Beef)	⊘	⊘	⊘	✓ (If exceeds 2%)		⊘				
Pure Beef Patty Mix	⊘	⊘	⊘	✓ (If exceeds 2%)		✓				
Beef Patties	⊘	⊘	⊘	✓ (If exceeds 2%)	⊘	⊘	✓	✓	✓	✓
Beef Patty Mix	⊘	⊘	⊘	✓ (If exceeds 2%)	⊘	✓	✓	✓	✓	✓

These ingredients are not allowed in these product categories.

* PDCB – Partially Defatted Chopped Beef ** PDBT – Partially Defatted Beef Fatty Tissue

⊘ : Ingredients allowed in these products that are *not required* to be listed on the label.

✓ : Ingredients allowed in these products that *must* be listed on the label.

This guide is provided for informational purposes only, to aid and assist Contracting Officer's Technical Representatives (COTRs) and Food Unit Leaders (FDULs) to more easily identify and determine relative food product quality.

Checklist for Hot Can

DATE:	CAMP:	BREAKFAST #	READY
FLY	DRIVE	DINNER #	READY
		VEGETARIAN #	

BEVERAGES		MENU		
	Gal Coffee			Breads/Rolls
	Gal Hot Water			Dessert/Danish/Bagel
	Milk			Cereal Dry Asst.
	Juice			Instant Oatmeal
	Hot Choc Mix			Fruit
	Gal Lemonade			Salad Dressing
	Gal Ice Tea			Cream Cheese for Bagels
	Sugar PC			Tabasco/Ketchup
	Creamer PC			Steak Sauce/BBQ Sauce
	Sweet & Low PC			Margarine Squeeze/PC
	Salt & Pepper			Jam, Jelly, Syrup
				Peanut Butter
	DRY GOODS			
	Plastic Serving Spoons, Forks, Tongs			
	Plastic Serving Gloves			
	10” Paper Plates			
	6” Paper Plates			
	School Kit (Knife, Fork, Spoon)			
	Napkins			
	Wet Naps			
	Hot Cups			
	Cold Cups			
				Standing Order
				Yes_____No_____

Fresh Food Boxes

Fresh food may be used as an alternative to MRE's. There are situations where the use of MRE's does not make sense and alternative feeding methods should be considered.

The fresh food Box A is designed to feed four people for three days. Box B is an alternative, not a supplement, to Box A. Box B is designed to provide some slight changes in diet and prevent excess accumulation of food.

In preparation for fresh-food delivery, ensure that adequate pots, pans, cooking utensils, etc., are on hand or ordered. Crew kits contain these but additional cooking equipment will likely be needed. Open fires are a generally accepted method of cooking food. When this is not appropriate or firewood is scarce, both propane and white gas stoves are available. If there is limited permafrost for refrigeration, ice chests and ice delivery may need to be considered.

On a typical incident, all personnel have some responsibility, including preparation, cooking, cleaning, gathering of firewood, etc., if they want to eat. For crews, one crewmember commonly remains in camp to attend to these duties, particularly on fresh-food delivery days.

Crews will establish a kitchen at their camp. While generally not a problem, these camps should occasionally be inspected for sanitation. For overhead, it is recommended to have one large cooking/eating area rather than several small ones.

For overhead resources, one or more camp crewmembers are occasionally assigned with preparation, cooking, cleaning, gathering firewood, and monitoring kitchen hygiene. (The overhead eating area is typically the most difficult to manage.) Every effort should be made to educate those unfamiliar with fresh-food boxes on some of the basics, such as posting the food cycle (lists what food and how many of each food an individual is entitled to over the cycle). For each three days from the start of fresh food delivery, an individual gets 1 steak, 3 tortillas, 3 candy bars, 2 potatoes, etc.

Fresh Food Ordering

If the incident will last more than three days, order fresh food on the second day for delivery on the fourth day. If the incident will last for an additional three or more days, order the Box A's; if less, consider ordering the Box B's.

There will always be situations where splitting a box to provide food to small groups makes sense. This practice should be the exception and not the rule.

Sufficient quantities should be ordered to limit division of boxes between cohesive units. For example, if you have three Type 2 crews, one with 16 personnel and two with 14 personnel, you would order four boxes per crew instead of trying to split a box between the two short crews.

For overhead, order box quantities for those assigned to each specific eating area. A typical example would be to order 10 boxes for 38 personnel at ICP (don't forget bus drivers, boat operators, etc.), four boxes for 14 personnel at the helibase (don't forget pilots, fuelers, etc.), and two boxes for the Spike Camp with 6 overhead. When in doubt, round up.

When assessing whether to order Box A's or Box B's, consider that the goal is to have adequate food for all personnel without accumulating too much. This requires continual monitoring for long duration incidents.

Anticipate incoming resources and keep the entire incident on the same three-day fresh-food cycle when it makes logistical sense to do so. Alternative considerations may be for incidents ability to distribute large deliveries of fresh-food because of transportation resources.

Fresh Food Boxes, continued

Fresh Food Box Comparison

	Box A	Box B		Box A	Box B
Steaks	X	X	Candy bars	X	X
Sausage/Hotlinks		X	Energy bars	X	
Summer Sausage/Salami		X	Breakfast bars	X	
Ham	X		Granola bars	X	X
Tuna	X		Powdered milk	X	
Chicken	X	X	Crackers	X	
Wieners/Sausage	X		Powdered sports drink	X	
Beef Jerky	X	X	Hot Chocolate	X	X
Bread	X	X	Salt	X	
Tortillas	X		Pepper	X	
Potatoes	X		Garlic	X	
Onions	X		Honey	X	
Carrots	X		Margarine	X	X
Oranges	X		Salsa	X	
Apples	X		Mayonnaise	X	
Cheese, Swiss sliced		X	Sauce, spaghetti	X	
Cheese, Cheddar	X		Plates	X	X
Cheese, Monterey	X		Utensils	X	X
Peanut Butter	X		Paper towels	X	X
Jam	X		Aluminum foil	X	X
Vegetables	X		Bags, Ziploc	X	
Beans, refried	X		Bags, Garbage	X	
Rice	X		Can opener	X	
Fruit, canned	X		Gloves	X	X
fruit, dried	X		Moistened towelettes	X	X
Pasta, macaroni	X		Mustard	X	
Bouillon cubes	X		Catsup	X	
Cereal	X	X			

Toward the end of an incident many crews will divide any left over fresh food amongst the crewmembers to take home. This is a generally accepted practice as long as it doesn't compromise the demobilization of crews (especially those requiring demobilization via aviation resources). Personal items must be contained in one bag both to and from the fire, with a weight limitation of 45 pounds as per the crew management guide.

If the timing of crew or overhead demobilization is imminent, it is a generally accepted practice to limit the quantity of fresh food ordered. Any remaining food items may donated to a local food bank if one exists, or distributed equitably to a community.

Spike Camp Coordinator Job Description (as it applies to FDUL)

- Works for and obtains briefing from Facilities Unit Leader.
- Helps coordinate and obtain necessary equipment and supplies for spike camps.
- All supply and equipment orders from Air Operations and spike Camp Managers will go through the Spike Camp Coordinator to ensure orders are not duplicated.
- Spike Camp Coordinator will put in the supply and equipment orders through Supply.
- Spike Camp Coordinator will put in the food order through the FDUL.

Note:

- Before any spike camp is set up, 24 hours notice to all functions is needed to start the planning process.
- If possible, plan on a maximum of two orders a day, one at 0800 for mid-afternoon delivery, and one at 1800 to be delivered by the next day. If possible, once a day spike camp orders work better. Example, all your orders in by 1500 for delivery in the morning if stock is on hand. One flight per day for supplies is best. Consolidate and call in orders once a day only if possible.
- All supplies and equipment (line orders) needed for Operations will be ordered through the Spike Camp Manager who then relays the information to the Spike Camp Coordinator. If supply and equipment orders are coming in from the field, they should go through Communications first who then will pass on to the Spike Camp Coordinator.
- Food Unit Leader needs to be involved in all matters that concern food, whether it is hot cans or supplementals.
- Considerations when talking about spike camps:
  - Talk about 3 days out before providing hot cans or special food items and make that known before folks go out.
  - Hot cans produce a lot of garbage and if spike camp is not anticipated to be functional very long it may be best to feed MREs.
  - If the situation dictates, an option would be to provide more special food items.
  - Another option is to rotate crews in and out after 3 days. May be cheaper than hot canning and building a huge spike camp.

Initial Spike Camp Supply List
(Quantity adequate for 2 days)

Items requiring re-supply on third day are in **bold** text, all other items re-supply "as needed"
Refer to the NWCG National Fire Equipment Systems Catalog
http://www.nwcg.gov/pms/pubs/pubs.htm

Item	Source	NFES#	Count/Unit	Quantity/persons					
				25	**45**	**65**	**85**	**110**	**130**
MRE	Cache	1842	BX	13	23	33	43	55	65
Cubies, water (2 gal/person/day)	Cache	0048	BX	20	36	52	68	88	104
Tent fly w/poles	Cache	0070	EA	1	2	2	2	2	2
Cord, nylon shroud (Parachute)	Cache	0533	SL	1	1	1	1	1	1
Lantern	Cache	2501	EA	1	2	2	2	3	3
Coffee kit	Cache	0480	KT	1	1	1	1	2	2
Tank, Propane 20#	Cache	0491	EA	1	1	1	2	2	2
Sheeting, Plastic	Cache	0144	RO	1	1	2	2	3	3
Bag, Garbage	Cache	0021	BX	1	1	2	2	2	2
Tape, Filament	Cache	0222	RO	3	4	5	6	7	8
Paper, Toilet	Cache	0142	BX (72 rolls)	1	1	1	2	2	3
Towel, paper	Cache	0240	BX (15 rolls)	5	7	9	12	15	17
Cup, paper	Cache	0465	BX (1,000)	1	1	1	1	1	1
Towel, waterless (Bath in a bag)	Cache	0206	EA/BX (255)	25	45	65	85	110	130
Batteries, D	Cache	0033	PG	1	2	2	2	3	3
Batteries, AA	Cache	0030	PG	8	16	24	32	46	55
Medical	Medical	------	PG	1	1	2	2	2	3

Supplemental Foods:

Granola/cereal bars
Instant oatmeal (include bowls and spoons)
Hot chocolate
Fruit and vegetable packs
Powdered Gatorade

Fire / Safety
Tech Tips

United States Department of Agriculture
Forest Service
Technology &
Development Program
May 1994
5100/6700 9451-2343-MTDC

Carbohydrate/Electrolyte Replacement Beverages

Kevin Lee, Forestry Technician

Taking frequent drinks replenishes fluid lost through sweating.

Firefighting in a wildland setting, like any other activity involving intense physical exertion for long periods of time, exposes the person to substantial carbohydrate depletion and electrolyte loss, as well as fluid depletion through the process of sweating. Studies on the subject have shown that, while fluid replacement is the critical need, carbohydrate and electrolyte replacement benefits the worker, enabling greater sustained work output, especially when frequent breaks and meals are lacking. As this is a common condition on the fireline, the Missoula Technology and Development Center (MTDC) has studied the problem to determine if carbohydrate/electrolyte replacement beverages currently available are necessary to the firefighter on the line. Brian J. Sharkey, Ph.D., a leading authority on heat stress and health hazards associated with wildland firefighting, has this to say on the use of carbohydrate/electrolyte replacement beverages:

"Commercially available carbohydrate/electrolyte (C/E) beverages have become popular as fluid replacements during endurance sports such as running, cycling and the triathlon. The beverages provide carbohydrate (glucose, sucrose, glucose polymers) replacement to sustain energy output, and electrolytes (sodium, potassium) to replace those lost in sweat. Of course, the main ingredient is water, to replace fluid lost as sweat."

He further states, *"As noted in the MTDC booklet on heat stress, water is the crucial need for firefighters, especially since energy and electrolyte needs can be replaced with regular meals. Glucose snacks (candy) can be used to maintain blood glucose levels between meals. And well-planned meals provide for electrolyte needs via ample sodium (salt in food and use of the salt shaker) and potassium-rich foods (citrus fruits, bananas)."*

"However, studies show that workers are more likely to drink lightly flavored beverages, thereby insuring adequate fluid intake, and C/E beverages can help maintain energy and work output during long periods without food or snacks. A recent review of the need for C/E beverages in military operations suggests that C/E beverages may be useful when workers:

- *lose more than 8 liters of sweat daily*
- *are not heat acclimatized*
- *are performing a prolonged, continuous exercise bout (over 60 min.)*

For additional Information contact: *Brian Sharkey, Project Leader, Missoula Technology & Development Center, Bldg. 1, Fort Missoula, Missoula, MT 59801 Phone: (406) 329-3989; FAX: 406-329-3719; DG–B.Sharkey:R01A*

- *skip meals, have meals interrupted or lose appetite*
- *experience a caloric deficit in excess of 1,000 cal/ day*
- *are ill with diarrhea."*

"Therefore, it would seem prudent to use C/E beverages when sweat losses are high; in the early stages of heat exposure; during prolonged heat stress; when meals are not available; and as an energy/electrolyte supplement for fluid-loss illness. Management solutions could include:

- *distribute packets of C/E drink mix for use in special cases*
- *supply a portion (e.g. 25-50%) of fluid resupply via C/E beverages*
- *provide access to C/E beverages at all meals."*

"Available research does not identify one product or class of product as best suited for firefighter needs. However, C/E beverages which contain glucose polymers (clumps of glucose) provide more energy per liter. Generally speaking, use higher carbohydrate concentrations for energy (7.5-10 grams/liter), and lower concentrations (2.5-5 grams/liter) when fluid replacement is critical (e.g. in extremely hot conditions)."

Recent research indicates that urine production is reduced and fluid retention enhanced when fluid replacement beverages include some electrolytes. This insures a better plasma volume for cardiac output, and more water for temperature regulation via sweating. During work in the heat, workers can lose in excess of 1 liter of sweat per hour. Along with ample replacement of water, C/E beverages could help insure greater fluid intake, supplement energy needs, and insure electrolyte replacement. However, there is no need to substitute C/E beverages for water as the primary form of fluid replacement."

In conclusion, Dr. Sharkey finds that C/E replacement beverages shouldn't replace water as the primary source of fluid replacement, but can provide a beneficial effect for wildland firefighters. The firefighter is more apt to drink a flavored beverage, and the fireline is one place where regular meal schedules are uncertain, so the firefighter could see some benefit by drinking C/E replacement beverages. Sharkey suggests that powdered concentrates would be the best form to carry in the field. That way the firefighter can dilute the drink to whatever strength personal taste dictates, and any supplemental carbohydrates and electrolytes ingested by the firefighter could help maintain prolonged work performance.

Powdered sport beverage mixes are a convenient source for carbohydrates and electrolyte supplement.

Pull-up tops for the standard canteens will soon be available, enabling the firefighter to drink without removing the cap.

Firefighters can share a drink without chancing the transmission of infection.

The USDA Forest Service has developed this information for the guidance of its employees, its contractors, and its cooperating Federal and State agencies, and is not responsible for the interpretation or use of this information by anyone except its own employees. The use of trade, firm, or corporation names in this publication is for the information and convenience of the reader and does not constitute an endorsement by the U.S. Department of Agriculture of any product or service to the exclusion of others that may be suitable.

Sanitation Inspection Checklist

Items to be inspected	OK	Not OK	Date Corrected
Hygiene			
Personnel with infections restricted			
Clean uniform and appearance			
Hair adequately restricted			
Hands washed properly and clean			
Proper handling of utensils and food by personnel			
Separate handwash facilities with hot and cold water, single-serve towels and soap, and separate handwash sink			
Designated separate personal effects storage area			
Adequate sanitary restrooms available			
Sanitation			
Rodent and insect control adequate			
Shatter-proof light fixtures over food preparation area			
Safe storage of pesticides, cleansers, and medications			
Silverware stored in clean compartment – handles pointing outward			
Dishes and cooking utensils stored on sanitary surfaces and not chipped or cracked			
General housekeeping: Clean and sanitary floors, walls, counters, knife racks, cutting boards, vents, hoods, display cases, ovens, grills, toasters, can opener, meat slicer and tenderizer, all sinks, dispensing machines, refrigerator shelves and doors, steam table, self-service counters, ice storage bins, etc.			
Dishwashing: Adequate pre-rinse, proper dishwashing by hand, sufficient detergent and sanitizer used.			
Correct water temperatures: Handwash – 101 degrees F Rinse – Hot Sanitize – 170 degrees F, or sanitize w/agent solution – 75 degrees F			
Air dry			
Storage of foods at least 6” off floor in labeled, covered containers			
Adequate rotation of foods			
Storage of prepared foods above or separate from raw foods			
In-use serving utensils stored in the food being served			

Sanitation Inspection Checklist, continued

Items to be inspected	OK	Not OK	Date Corrected
Temperature Control			
Hot foods cooled to 41 degrees within 4 hours for storage			
Meats heated to required internal temperatures: Poultry (whole and ground) – 165 degrees F for 15 seconds Ground beef – 155 degrees F for 15 seconds Pork – 145 degrees F for 15 seconds Fish – 145 degrees F for 15 seconds			
Hot food temperature held at or above 140 degrees F			
Cold food temperature held at or below 41 degrees F			
Foods reheated quickly to 165 degrees F internal temperature before serving or holding			
Proper thawing methods followed			
Special care given when handling potentially hazardous food			
Thermometers provided and visible			

Common Invoice Mistakes, Forms 1276 A/B
Refer to Section G in the National Mobile Food Services Contract
http://www.fs.fed.us/fire/contracting/food/food.htm

- Missing proper signatures.
- Failure to document number of meals ordered and actual number of meals served to apply 90% rule.
- Failure to document the time the meal was ordered, canceled, increased, decreased.
- Failure to document odometer readings.
- Failure to document relocation.
- Failure to document exact number of units received on supplemental items.
- Failure to document deductions taken.
- Adding or changing items to supplemental list without CO approval.

DAILY MEAL ORDER/INVOICE MOBILE FOOD SERVICES	1. Contract Number	2. Invoice Date / /	3. Mobile Food Service Unit ID No.	4. Invoice No.
	5. Incident Name	6. Job Code	7. Resource Order No. / Request No.	8. Benefiting Unit, Region / Agency

9. Paying Unit	10. Contractor Name and Address
Attn: Incident Business-Contracts **Albuquerque Service Center** **101B Sun Avenue NE** **Albuquerque, NM 87109**	

11. Meals Ordered	12. Serve/ C/I/D Times*	13. Menu and Menu Approvals Major Items & Signatures		11. Meals Ordered	12. Serve/ C/I/D Times*	13. Menu and Menu Approvals Major Items & Signatures	
Breakfast				Sack Lunch			
		Government Representative	Contractor Representative			Government Representative	Contractor Representative
Cold Can Breakfast				Dinner			
		Government Representative	Contractor Representative			Government Representative	Contractor Representative

	14. Actual Number of Meals Served / Time	15. Number and Price of meals For Payment Purpose		16. Totals
		Meal and Prices	Price Per Meal	
Breakfast		Breakfast @ Price	$	$
Cold Can Br		Cold Can Breakfast @ Price	$	$
Sack Lunch		Sack Lunch @ Price	$	$
Dinner		Dinner @ Price	$	$
			Subtotal:	$

17. Unit Description and Number		18. Location		19. Mileage No.	19. Mileage Price	20. Usage/Relocation Fee No.	20. Usage/Relocation Fee Price/Fee	Service	21. Totals
Kitchen Unit		From:			$			Mileage	$
		To:					$ 1,000	Relocation Fee	$
HandWashing Station							$	Usage Fee	$

22. SUPPLEMENTAL FOODS AND BEVERAGES (total from 1276-B)	$
23. MISCELLANEOUS CHARGES AND CREDITS (total from 1276-B)	$
24. TOTAL INVOICE AMOUNT	$

* Serve / Cancel / Increase / Decrease Times

25. REMARKS	
26. I certify that the above mentioned services have been received (Government Representative)	27. I certify that this bill is correct and payment has not been received (Contractor Representative)
Name (print / sign), Title, Work Address & Phone No.	Name (print / sign), Title & Phone No.

1276-A (1/05)

ORIGINAL–PAYING UNIT; GOLD COPY–CONTRACTOR; PINK COPY– FDUL; BLUE COPY–PAYING UNIT THROUGH COR/FDUL; GREEN COPY–USING AGENCY

DAILY MEAL ORDER/INVOICE – MOBILE FOOD SERVICES (CONTINUATION SHEET)

28. SUPPLEMENTAL FOODS AND BEVERAGES

Date Ordered	Food Unit Leader			Contractor			Invoice No.
Item	Unit	Units Ordered	Units Received	Date Received & Initials		Unit Price	Extended Price
Fruit Juices (48/case) (5-6 oz. each)	case					$	$
Milk (48/case) (8 oz. each)	case					$	$
Bottled Sports Type Drink	ounce					$	$
Brewed Coffee (outside incident dining area)	gallon					$	$
Hot Chocolate (outside incident dining area)	gallon					$	$
Tea (iced or hot) (outside incident dining area)	gallon					$	$
Bottled Water	ounce					$	$
Trail Mix	ounce					$	$
Granola Bars	ounce					$	$
Salted Peanuts	ounce					$	$
Salted Mixed Nuts	ounce					$	$
Yogurt	ounce					$	$
Fresh Apples (minimum size 100 count)	case					$	$
Fresh oranges (minimum size 88 count)	case					$	$
Fresh Whole Bananas	pound					$	$
Dried Apricots (pre-packaged)	ounce					$	$
Dried Prunes (pre-packaged)	ounce					$	$
Dried Banana Chips (pre-packaged)	ounce					$	$
Soup for 25 persons	gallon					$	$
Stew for 25 persons	gallon					$	$
Dinner Rolls (wheat and/or white)	each					$	$
Ice	pound					$	$
Ground Coffee	pound					$	$
						TOTAL:	**$**

29. MISCELLANEOUS CHARGES AND CREDITS

Item	Description		Amount
		$	
		$	
		$	
		TOTAL: $	

30. REMARKS

31. I certify that the above charges and/or credits are correct.

Government Representative and Date	Contractor Representative and date

1276-B (1/05)

ORIGINAL–PAYING UNIT; GOLD COPY–CONTRACTOR; PINK COPY– FDUL; BLUE COPY–PAYING UNIT THROUGH COR/FDUL; GREEN COPY–USING AGENC\

INTERAGENCY MOBILE FOOD SERVICES
PERFORMANCE EVALUATION
Reference: FAR 42.15

Contractor and Unit No.:	Contract No:_____ Incident Name:_____ Inclusive Dates:_____
Ratings: Provide detailed comments regarding each evaluation factor below.	
Quality of Services and Food	Comments:
Equipment	Comments:
Timeliness of Performance	Comments:
Business Relations: Working With Government And Other Contractors	Comments:

Form 1276-E (1/05)

ORIGINAL – CONTRACTING OFFICER, NIFC; COPY 1 – FOOD SERVICE UNIT; COPY 2 - CONTRACTOR; COPY 3 – FDUL

INTERAGENCY MOBILE FOOD SERVICES
PERFORMANCE EVALUATION (CONTINUATION SHEET)

Key Personnel Performance: Name:	Comments:
Name:	Comments:
Name:	Comments:
Would you select this contractor again, given the choice? Explain.	
Rating Official Name/Title:_____ Signature:_____ Phone Number:_____ Date:_____ E-Mail Address:_____	
Contractor Representative Name/Title:_____ Signature:_____ Phone Number:_____ Date:_____	

Form 1276-H (1/05)

Any Contractor comments regarding this performance evaluation must be submitted, in writing, to the Contracting Officer within 30 days of receipt by the Contractor's Representative.

ORIGINAL – CONTRACTING OFFICER, NIFC; COPY 1 – FOOD SERVICE UNIT; COPY 2 - CONTRACTOR; COPY 3 – FDUL

J.3 INTERAGENCY MOBILE FOOD SERVICES
BAD PERFORMANCE EVALUATION

Reference: FAR 42.15

Contractor and Unit No.: Rodney's BBQ Unit 1991	Contract No: A234kl8 Incident Name: Wild Country Inclusive Dates: 7/12 – 7/23/xx
Ratings: Provide detailed comments regarding each evaluation factor below.	
Quality of Services and Food	Comments: Rodney's did an excellent job. Meals were good, met all contract specs. One day no fruit was included in lunches. The chicken served for dinner one night was not cooked long enough, around 20 firefighters complained of bloody chicken.
Equipment	Comments: Equipment was excellent. Handwashing station was shut down for 2 days but was fixed. Contractor's potable water tank had some sort of growth showing.
Timeliness of Performance	Comments: Excellent, met most time frames. Hot cans did not get sent out one night on time and spike camp crews had to eat MRE's. Water sample was not taken for a week.
Business Relations: Working With Government And Other Contractors	Comments: Excellent

Form 1276-E (1/05)

ORIGINAL – CONTRACTING OFFICER, NIFC; COPY 1 – FOOD SERVICE UNIT; COPY 2 - CONTRACTOR; COPY 3 – FDUL

J.3 INTERAGENCY MOBILE FOOD SERVICES
BAD PERFORMANCE EVALUATION (CONTINUATION SHEET)

Key Personnel Performance: Name: Tony O.	Comments: Great to work with.
Name: Bert	Comments:
Name: Justin	Comments:
Would you select this contractor again, given the choice? Explain.	
Rating Official Name/Title:_____ Signature:_____ Phone Number:_____ Date:_____ E-Mail Address:_____	
Contractor Representative Name/Title:_____ Signature:_____ Phone Number:_____ Date:_____	

Form 1276-H (1/05)

Any contractor comments regarding this performance evaluation must be submitted, in writing, to the Contracting Officer within 30 days of receipt by the Contractor's Representative.

ORIGINAL – CONTRACTING OFFICER, NIFC; COPY 1 – FOOD SERVICE UNIT; COPY 2 - CONTRACTOR; COPY 3 – FDUL

J.3 INTERAGENCY MOBILE FOOD SERVICES GOOD PERFORMANCE EVALUATION

Reference: FAR 42.15

Contractor and Unit No.: Kirbys Contracting Unit 1987	Contract No: A123h8yt Incident Name: Vikings Fire Inclusive Dates: 8/1/xx - 8/21/xx
Ratings: Provide detailed comments regarding each evaluation factor below.	
Quality of Services and Food	Comments: Kirby's provided excellent service and food to our camp. Kirby's had an average of 4-7 extra toppings per day on the salad bar, which exceeds our contract specs. They also provided 1-3 extra salads per day which also exceeded contract specs. Usually most salads were made from scratch. Most deserts were also made from scratch. Dinners were very tasty and had great variety. Quite often lunches exceeded contract specs for quantity for both snack size and for ounces of meat in the sandwiches. Reports from crews and misc overhead were all very positive for quality of food and in some cases noted this was the best food they have had this summer.
Equipment	Comments: Equipment met all contract specifications, no major breakdowns occurred, the few minor breakdowns were corrected immediately. Kitchen was always cleaned in a timely manner.
Timeliness of Performance	Comments: Contractor met all times frames and most days opened 5-10 minutes early for both breakfast and dinner hours. Contractor did an excellent job in getting hot cans ready for spike camps, met all time frames for hot cans and for the most part was ready 5 minutes or so early. This camp had 3 different spike camps and contractor did excellent in meeting all time frames. Always on time for daily invoices. Water samples done quickly.
Business Relations: Working With Government And Other Contractors	Comments: Kirby's worked well with all other vendors, Kirby's even volunteered their mechanic to fix Forest Service refer. All of Kirby's employees were always very professional, dressed in company ID's at all times and very easy to work with. Kirby's employees always greeted the fire fighters in line with a smile.

Form 1276-E (1/05)

ORIGINAL – CONTRACTING OFFICER, NIFC; COPY 1 – FOOD SERVICE UNIT; COPY 2 - CONTRACTOR; COPY 3 – FDUL

J.3 INTERAGENCY MOBILE FOOD SERVICES
GOOD PERFORMANCE EVALUATION (CONTINUATION SHEET)

Key Personnel Performance: Name: Kirby Lakes	Comments: Kirby was the kitchen manager and very easy to work with, always on time for all meetings, very open to all changes proposed, and willing to do whatever it took to do an outstanding job.
Name: Harmon Player	Comments: Harmon was the head cook and his enthusiasm for cooking and greeting the firefighters made quite an impression on all the firefighters. Quite often he went around asking the firefighters how their meals were.
Name: Tony Ball	Comments: Tony was the salad maker, managed the salad bar, and took pride in making most of his salads from scratch. Tony was always very alert when items were running out and brought in new supplies before the other ran out.
Would you select this contractor again, given the choice? Explain. Yes, Kirby's went out of their way to serve the best meal possible for the firefighters. The extra meal items were very appreciated by all the firefighters. The entire company was professional at all times and very easy to work with.	
Rating Official Name/Title: Tom Minny FDUL Signature:_____ Phone Number: 541-123-4567 Date: 8/21/xx E-Mail Address: Minny@fs.fed.us	
Contractor Representative Name/Title: Sam Wild, Kitchen Manager Signature:_____ Phone Number: 541-234-5678 Date: 8/21/xx	

Form 1276-H (1/05)

Any contractor comments regarding this performance evaluation must be submitted, in writing, to the Contracting Officer within 30 days of receipt by the Contractor's Representative.

ORIGINAL – CONTRACTING OFFICER, NIFC; COPY 1 – FOOD SERVICE UNIT; COPY 2 - CONTRACTOR; COPY 3 – FDUL

J.2 FOOD SERVICE REQUEST FORM

Incident Name:_____ Management/Fiscal Code:_____

Resource Order No._____ Request No._____ Date:_____

I. Requested Date, Time, Meal Types, and Number of Meals

1. Requested Date and Time for first meal, Date:_____ Time:_____
2. Estimated numbers for the first three meals

1st meal:_____	[ ] Hot Breakfast	[ ] Sack Lunches	[ ] Dinner
2nd meal:_____	[ ] Hot Breakfast	[ ] Sack Lunches	[ ] Dinner
3rd meal:_____	[ ] Hot Breakfast	[ ] Sack Lunches	[ ] Dinner

3. Fresh Food Boxes (AICC Only): _____

This Block for NICC / AICC Use Only.

Actual agreed upon Date/Time first meals are to be served: Date:_____ Time:_____

(Minimum guaranteed payment is based on these estimates, see Section G2.2):

1st meal:_____	[ ] Hot Breakfast	[ ] Sack Lunches	[ ] Dinner
2nd meal:_____	[ ] Hot Breakfast	[ ] Sack Lunches	[ ] Dinner
3rd meal:_____	[ ] Hot Breakfast	[ ] Sack Lunches	[ ] Dinner

II. Location

Reporting location:_____

Incident Contact person:_____

Contracting Officer's Technical Representative:_____

Food Unit Leader:_____

III. Support Information for Contractors

Nearest authorized potable water source: _____

The benefiting unit is responsible for providing the following services:

1. Gray water removal
2. Potable water
3. Department of Health notified (optional)

Incidents requesting additional potable water tenders, gray water tenders, handwash stations, or refrigerated units must assign new request No. for each additional resource ordered.

IV. Estimated Incident Duration and Needs

1. Anticipated Duration of Incident: _____
2. Anticipated Peak Number of Personnel at Incident: _____
3. Spike Camps? [ ] Yes [ ] No, Number:___, No. of meals per camp per day:_____

V. For Additional Information

Contact:_____ Telephone:_____

GACC:_____ Telephone:_____

J.6 CONTRACTOR MENUS

(For Advance Approval by the Food Unit Leader)

SERVING DATES _____ **CONTRACTOR/UNIT** _____ **FIRE INCIDENT** _____

HOT AND HOT CAN BREAKFASTS	DATE:	DATE:	DATE:	DATE:	DATE:	DATE:	DATE:	APPROVED YES	APPROVED NO	SERVED YES	SERVED NO
EGGS, Two (2) Shell **OR** Liquid **OR** Frozen											
MEAT, Four (4) oz. Raw Weight Type: Fresh **OR** Frozen **OR** Precooked											
BREAD, Three (3) **OR** Equivalent **AND** Potatoes, 6 oz. **OR** Hot Cakes **AND** Potatoes, 6 oz. **OR** French Toast **AND** Potatoes, 6 oz. **OR** Waffles **AND** Potatoes, 6 oz. All "Equivalents" Shall Be Equal to Three (3) Breads											
MILK, One (1) Pint –16 oz. Whole **OR** 2% **OR** Skim											
FRUIT, Fresh **OR** Canned **AND** 100% Juice, 5-1/2 oz.											

PROPOSED BY _____ **DATE** _____ **APPROVED BY** _____ **DATE** _____

Kitchen Manager *Food Unit Leader or COR*

--All changes to a previously approved menu **MUST** be reviewed and approved in advance by the Food Unit Leader or COR.
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J.6 CONTRACTOR MENUS

(For Advance Approval by the Food Unit Leader)

SERVING DATES _____ **CONTRACTOR/UNIT**_____ **FIRE INCIDENT**_____

COLD CAN BREAKFASTS	DATE:	DATE:	DATE:	DATE:	DATE:	DATE:	DATE:	*APPROVED* YES	*APPROVED* NO	*SERVED* YES	*SERVED* NO
CEREAL, Cold, Two (2) 3/4 oz.											
100% JUICE, One (1), 5-1/2 oz.											
MUFFINS **OR** Equivalent Equal to Three (3) 1 to 1-1/2 oz. Slice of Bread											
MILK, One (1), 1 Pint --16 oz. Ea. Whole, 2%, Skim, or Chocolate											
FRUIT, Fresh **OR** Canned 5-1/2 oz. **OR** Dried, 2 oz.											
Minimum- 4 oz. of protein											

PROPOSED BY _____**DATE** _____ **APPROVED BY** _____**DATE** _____

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(For Advance Approval by the Food Unit Leader)

SERVING DATES _____ **CONTRACTOR/UNIT**_____ **FIRE INCIDENT**_____

HOT AND HOT CAN DINNERS	DATE:	DATE:	DATE:	DATE:	DATE:	DATE:	DATE:	*APPROVED* YES	*APPROVED* NO	*SERVED* YES	*SERVED* NO
Entree 1 - Meat--Type: Fresh **OR** Frozen **OR** Precooked	Spaghetti w/sausage	Steak	Tacos	Pork chops	Lasagna w/chick breast	Baked ham					
Non-meat Protein, 4 oz. Fresh **OR** Frozen **OR** Precooked											
Vegetables, 4 oz. Fresh **OR** Canned **OR** Frozen											
Four (4) oz. Salad in Lieu of Salad Bar for Hot Cans											
Six (6) oz. Potatoes **OR** Substitute-- Fresh **OR** Prepackaged											
Two (2) Bread, 1 to 1-1/2 oz.-- Type: White **OR** 100% Wheat **OR** Other											
One (1) Pint -- 16 oz. Milk Whole **OR** 2% **OR** Skim											
Dessert, 4 oz.											
Salad Bar--Five (5) Toppings **AND** Two (2) Prepared Salads **AND** Tossed Green Salad **AND** One (1) Fruit Salad											

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J.6 CONTRACTOR MENUS

(For Advance Approval by the Food Unit Leader)

SERVING DATES _____ **CONTRACTOR/UNIT**_____ **FIRE INCIDENT**_____

SACK LUNCHES--REGULAR	DATE:	DATE:	DATE:	DATE:	DATE:	DATE:	DATE:	*APPROVED* YES	*APPROVED* NO	*SERVED* YES	*SERVED* NO
Entree 1--Meat Sandwich Type of Meat/Bread: Fresh **OR** Frozen											
Entree 2--Variety Item **OR** Super Sized Hoagie **OR** Super Sized Submarine Sandwich **OR** Second Regular Sandwich Type of Meat/Bread: Fresh **OR** Frozen											
Condiments, Four (4) for Entrees **OR** Sandwiches											
Fruit, Fresh **OR** Pre-wrapped Dried, 2 oz.											
Cookies **OR** Brownies **OR** Granola Bar **OR** Equivalent 1.65 oz. (All Pre-wrapped)											
Fruit Juice, 100%- (Two Containers with a Total of 11 oz.											
Snack--2 oz. Trail Mix **OR** Shelled Nuts **OR** Bagged Candy **OR** 1.65 oz. Candy Bar (All Pre-wrapped) **OR** Fresh Vegetables **OR** Pretzels											
Disposable Eating Utensils											
Paper Napkin (2)											
Towelettes (2)											
Hard Mint **OR** Gum											

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J.6 CONTRACTOR MENUS

(For Advance Approval by the Food Unit Leader)

SERVING DATES _____ **CONTRACTOR/UNIT**_____**FIRE INCIDENT**_____

SACK LUNCHES--VEGETARIAN	DATE:	DATE:	DATE:	DATE:	DATE:	DATE:	DATE:	*APPROVED* YES	*APPROVED* NO	*SERVED* YES	*SERVED* NO
Entree 1--Vegetarian Sandwich Type of Protein/Bread: Fresh **OR** Frozen											
Entree 2--Variety Item **OR** Super Sized Hoagie **OR** Super Sized Submarine Sandwich **OR** Second Vegetarian Sandwich **OR** Protein + Starch = 1 Vegetarian Sandwicl Type of Protein/Bread: Fresh **OR** Frozen											
Condiments, Four (4) for Entrees **OR** Sandwiches											
Fruit, Fresh **OR** Pre-wrapped Dried, 2 oz.											
Cookies **OR** Brownies **OR** Granola Bar OR Equivalent 1.65 oz. (All Pre-wrapped)											
Fruit Juice, 100%- (Two Containers with a Total of 11-to-12 oz.)											
Snack--1.65 oz. Trail Mix **OR** Shelled Nuts **OR** Bagged Candy **OR** 1.65-oz. Candy Bar (All Pre-wrapped) **OR** Fresh Vegetables **OR** Pretzels											
Disposable Eating Utensils											
Paper Napkins (2)											
Towelettes (2)											
Hard Mint **OR** Gum											

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UNIT LOG	1. INCIDENT NAME	2. DATE PREPARED	3. TIME PREPARED
4. UNIT NAME/DESIGNATORS	5. UNIT LEADER (NAME AND POSITION)	6. OPERATIONAL PERIOD	

7. PERSONNEL ROSTER ASSIGNED

NAME	ICS POSITION	HOME BASE

8. ACTIVITY LOG (CONTINUE ON NEXT PAGE)

TIME	MAJOR EVENTS

NFES 1337

References

Mobile Food Services Contract
http://www.fs.fed.us/fire/contracting/

National Logistics
http://www.fs.fed.us/logistics/

Unit Leader Position Task Book
http://www.nwcg.gov/pms/pms.htm

Fireline Handbook, PMS 410-1
http://www.nwcg.gov/pms/pubs/pubs.htm

U.S. Food and Drug Administration (FDA) Food Code
http://www.cfsan.fda.gov/

FDA Evaluation and Definition of Potentially Hazardous Foods
http://www.cfsan.fda.gov/%7Ecomm/ift4-toc.html

FDA Food Code Mobile Food Establishment Matrix
http://www.cfsan.fda.gov/~dms/fcannex7.html#matrix

FDA Foodborne Pathogenic Microorganisms and Natural Toxins Handbook, "Bad Bug Book"
http://www.cfsan.fda.gov/~mow/intro.html

ServSafe
http://www.servsafe.com/