

Outline of an outbreak investigation report

Cover page

- **Title of report**

Indicate whether this is a preliminary or a final report. Keep the title short and memorable, but include information on the type of problem under investigation, the location and date.

- **Date of report**

- **Names and affiliations of the main authors and investigators**

Abstract

The abstract should be written after the report has been completed. It should stand alone and contain the most relevant data and conclusions. All data mentioned in the abstract must also appear in the main section of the report. Sentences from the Discussion section can be used verbatim in the abstract.

Report

- **Introduction**

Statement of the problem and its public health importance.

Details and time frame regarding initial source of information.

Reasons for investigating event.

Type of investigations conducted and agencies involved.

- **Background**

Generally available information to help the reader interpret epidemiology and data presented in the report (e.g. population size, socioeconomic status of community, ethnicity, etc.).

If outbreak occurred in a food premises, description of premises (e.g. size of restaurant, usual practices and operations, etc.).

Description of the problem.

Sequence of events leading to the study or investigation.

Brief statement of the working hypothesis.

- **Objectives**

Specify targets to be achieved by the investigations.

Keep objectives concise and follow a logical, sequential pattern.

The objectives may include hypotheses, if any, to be tested.

- **Methods**

Epidemiology:

- description of study population
- type of study conducted
- case definition
- procedures for case-ascertainment and selection of controls (if any)
- methods of data collection, including questionnaire design, administration and contents
- methods of data analysis.

Medical laboratory testing:

- methods of specimen collection and processing
- name of laboratory carrying out tests
- laboratory techniques employed and methods of data analysis.

Food and food testing:

- description of inspection process
- methods of food and environmental sampling
- name of laboratory carrying out tests
- laboratory techniques employed and methods of data analysis.

- **Results**

Present all pertinent results from clinical, laboratory, epidemiological and environmental findings.

Present results in same order as described in the methods section.

Do not interpret or discuss the data in this section.

Epidemiology:

- number of cases, overall attack rate
- clinical details of illness (symptoms, duration, hospitalization, outcome, etc.)
- descriptive epidemiology by time (epidemic curve), place and person (age, sex, race, specific characteristics) expressed as rates
- risk factor exposures
- further data analysis and data presentation depending on specific studies undertaken (e.g. cohort or case-control study).

Laboratory (microbiology, chemical, toxicological):

- number of specimens collected
- findings by type of laboratory analysis.

Food investigation and food testing:

- findings of food inspections
- results of laboratory tests performed on food and environmental samples.

- **Discussion**

The discussion is the most important part of the report and should cover:

- summary of the major findings
- likely accuracy of the results

- conclusions with justification for those conclusion and rejection of alternative explanations
- relationship of these results to other studies and the literature
- implications of the findings
- an assessment of control measures
- needs for future research.

- **Recommendations**

Initial recommendations and those for future prevention and control should be listed numerically.

- **References**

Select appropriate references, including reviews in major scientific journals. Follow a standard style of referencing (e.g. Vancouver style), numbering the references in the order in which they appear in the text.

- **Appendices**

Questionnaires and/or other survey forms

Appropriate field reports

Any other relevant documents, including press releases.

12. Place where food was contaminated:
 Place: code Country: code

13. Place and date where food was acquired and eaten:
 Date: ___ / ___ / _____ Place: code
 day month year
 During transit:
 Means of transit: code from: code to: code

14. Factors contributing to incident:
 (a) Code (b) Code
 Other

Note: In case more than one factor contributed, list all that are applicable but code only the two major factors.

15. Results of lab. tests:
 Testing laboratory: _____

Specimens/samples	No. tested	Positive	Details/comments
Ill people*	_____	_____	_____
Well people*	_____	_____	_____
Food-handlers	_____	_____	_____
Suspect food	_____	_____	_____
Other foods	_____	_____	_____
Environment	_____	_____	_____

* Clinical samples.

Example of an outbreak form used in England and Wales for investigation of general outbreaks of infectious intestinal diseases

OUTBREAK NO. 97\.....

Name: _____ Address: _____
Position: _____
Telephone: _____ LA: _____ DHA: _____
Date: _____

1. MODE OF TRANSMISSION (tick one only)

- Mainly person to person Mainly foodborne
Equal or unknown proportion of foodborne and person to person
Other Specify water, animal contact, etc. _____
Unknown

2. PLACE WHERE OUTBREAK OCCURRED, or if foodborne where food was prepared or served. Tick one only. If foodborne "PREPARED" takes precedence over "SERVED", e.g. if food was prepared in a shop but served in a house, tick "Shop/retailer", if food was prepared at a house and served elsewhere, tick "Private house".

- (a) Private house
(b) House/guest house/residential pub Specify _____
(c) Restaurant/café Specify ethnicity _____
(d) Pub/bar
(e) Mobile retailer Specify market trader, chip van, etc. _____
(f) Armed services camp Specify army, navy, etc. _____
(g) Canteen Specify work, college _____
(h) Shop/retailer Specify baker, butcher, etc. _____
(i) Hospital Specify general, geriatric, EMI _____
(j) Residential institution Specify nursing/residential home _____
(k) School Specify nursery, junior, etc. _____
(l) Other Specify _____

3. NAME AND ADDRESS OF PLACE _____
_____ Postcode (if known) _____

4. WAS THE OUTBREAK AT A FUNCTION? Yes No Date of function ___/___/___

5. WAS PATHOGEN/TOXIN IDENTIFIED? Yes No

If YES give: Organism/toxin _____ Serotype _____ Phage type _____
If NO: Specify organism suspected _____

6. LABORATORY where tests performed: State first and reference labs, even if microbiology was negative

_____ _____
First lab Reference lab

7. **TOTAL NUMBER AFFECTED** (diarrhoea and/or vomiting +/- any other symptom) _____

TOTAL NUMBER AT RISK _____

Number admitted to hospital _____

Number known to have died _____

8. LABORATORY RESULTS

NUMBER OF PEOPLE	AFFECTED PEOPLE		WELL PEOPLE	
	TESTED	POSITIVE	TESTED	POSITIVE
8a. <i>HOSPITAL OR RESIDENTIAL OUTBREAKS ONLY categories (i) and (j) in question 2</i>				
Residential/patients				
Staff				
Total				
8b. <i>ALL OTHER OUTBREAKS</i>				
Non-food-handlers				
Food handlers				
Total				

9. **DATE OF ONSET:** First known ___/___/____ Last known ___/___/____

10. **SUSPECT FOOD VEHICLE ASSOCIATED WITH ILLNESS:** only list specific vehicle for which there is microbiological, statistical or other convincing association with illness.


VEHICLE	EVIDENCE (tick)		
	Microbiological	Statistical association	

11. FAULTS THOUGHT TO HAVE CONTRIBUTED TO OUTBREAK:

- Infected food-handler Give details _____
- Inadequate heat treatment Give details _____
- Cross contamination Give details _____
- Storage too long/too warm Give details _____
- Other Give details _____

Environmental Health Department's inspection rating of premises (if available) (A-F): _____

Foodborne disease outbreak report form from Centers for Disease Control and Prevention, USA

 <p>Electronic Foodborne Outbreak Reporting System</p>	<h3>Investigation of a foodborne outbreak</h3>	CDC Use Only _____
	<p>This form is used to report foodborne disease outbreak investigations to CDC. It is also used to report <i>Salmonella enteritidis</i> and <i>E. coli</i> O157:H7 outbreak investigations involving any mode of transmission. A foodborne outbreak is defined as the occurrence of two or more cases of a similar illness resulting from the ingestion of a common food in the United States. This form has 6 parts. Part 1 asks for the minimum or basic information needed and must be completed for the investigation to be counted in the CDC annual summary. Part 2 asks for additional information for any foodborne outbreak, while Parts 3–6 ask for information concerning specific vehicles or etiologies. Please complete as much of all parts as possible.</p>	State Use Only _____

Part 1: Basic information

<p>1. Report type</p> <p>A. <input type="checkbox"/> Please check if this is a final report</p> <p>B. <input type="checkbox"/> Please check if data does not support a FOODBORNE outbreak</p>	<p>3. Dates</p> <p>Please enter as many dates as possible</p> <p>Date first case became ill ___/___/___ Month Day Year</p> <p>Date last case became ill ___/___/___ Month Day Year</p> <p>Date first known exposure ___/___/___ Month Day Year</p> <p>Date last known exposure ___/___/___ Month Day Year</p>	<p>4. Location of exposure</p> <p>Reporting state _____</p> <p>If multiple states involved: <input type="checkbox"/> Exposure occurred in multiple states <input type="checkbox"/> Exposure occurred in single state, but cases resided in multiple states Other states: _____</p> <p>Reporting county _____</p> <p>If multiple counties involved: <input type="checkbox"/> Exposure occurred in multiple counties <input type="checkbox"/> Exposure occurred in one county, but cases resided in multiple counties Other counties: _____</p>
<p>2. Number of cases</p> <p>Lab-confirmed cases _____(A) Including _____ secondary cases</p> <p>Probable cases _____(B) Including _____ secondary cases</p> <p>Estimated total ill _____ (if greater than sum A + B)</p>		

<p>5. Approximate percentage of cases in each age group</p> <p><1 year ___% 20–49 yrs ___% 1–4 yrs ___% 50 yrs ___% 5–19 yrs ___% Unknown ___%</p>	<p>6. Sex (estimated percentage of the total cases)</p> <p>Male ___% Female ___%</p>	<p>7. Investigation methods (check all that apply)</p> <table border="0"> <tr> <td><input type="checkbox"/> Interviews of only cases</td> <td><input type="checkbox"/> Environment / food sample cultures</td> </tr> <tr> <td><input type="checkbox"/> Food preparation review</td> <td><input type="checkbox"/> Food product traceback</td> </tr> <tr> <td><input type="checkbox"/> Investigation at factory or production plant</td> <td><input type="checkbox"/> Case-control study</td> </tr> <tr> <td><input type="checkbox"/> Investigation at original source (farm, marine estuary, etc.)</td> <td><input type="checkbox"/> Cohort study</td> </tr> </table>	<input type="checkbox"/> Interviews of only cases	<input type="checkbox"/> Environment / food sample cultures	<input type="checkbox"/> Food preparation review	<input type="checkbox"/> Food product traceback	<input type="checkbox"/> Investigation at factory or production plant	<input type="checkbox"/> Case-control study	<input type="checkbox"/> Investigation at original source (farm, marine estuary, etc.)	<input type="checkbox"/> Cohort study
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8. Implicated food(s) (please provide known information)

Name of food e.g. lasagne	Main ingredient(s) e.g. pasta, sauce, eggs, beef	Contaminated ingredient(s) e.g. eggs	Reason(s) suspected (see codes just below) e.g. 4	Method of preparation (see attached codes) e.g. M1
1)				
2)				
3)				

Food vehicle undetermined

Reason suspected (list above all that apply)

1. Statistical evidence from epidemiological investigation	4. Other data (e.g. same phage type found on farm that supplied eggs)
2. Laboratory evidence (e.g. identification of agent in food)	5. Specific evidence lacking but prior experience makes it likely source
3. Compelling supportive information	

9. Etiology (Name the bacteria, virus, parasite, or toxin. If available, include the serotype and other characteristics such as phage type, virulence factors, and metabolic profile. Confirmation criteria available at <http://www.cdc.gov/ncidod/dbmd/outbreak/> or MMWR2000/Vol. 49/SS-1/App. B)

Etiology		Serotype	Other characteristics (e.g. phage type)	Detected in (see codes just below)
1)	<input type="checkbox"/> Confirmed			
2)	<input type="checkbox"/> Confirmed			
3)	<input type="checkbox"/> Confirmed			

Etiology undetermined

Detected in (list above all that apply)
 1. Patient specimen(s) 2. Food specimen(s) 3. Environment specimen(s) 4. Food worker specimen(s)

10. Isolate subtype	State Lab. ID	PFGE (PulseNet designation)	PFGE (PulseNet designation)
1)			
2)			
3)			

11. Contributing factors (check all that apply: see attached codes and explanations)

Contributing factors unknown

Contamination factor
 C1 C2 C3 C4 C5 C6 C7 C8 C9 C10 C11 C12 C13 C14 C15 (*describe in Comments*) N/A

Proliferation/amplification factor (bacterial outbreaks only)
 P1 P2 P3 P4 P5 P6 P7 P8 P9 P10 P11 P12 (*describe in Comments*) N/A

Survival factor (microbial outbreaks only)
 S1 S2 S3 S4 S5 (*describe in Comments*) N/A

Was food-worker implicated as the source of contamination? Yes No
 If yes, please check **only one** of following:
 laboratory *and* epidemiologic evidence
 epidemiologic evidence (*w/o* lab confirmation)
 lab evidence (*w/o* epidemiologic evidence)
 prior experience makes this the likely source (*please explain in Comments*)

Part 2: Additional information																														
12. Symptoms, signs and outcomes			13. Incubation period (circle appropriate units) Shortest _____ (hours, days) Longest _____ (hours, days) Median _____ (hours, days) <input type="checkbox"/> Unknown																											
Feature	Cases with outcome/feature	Total cases for whom you have information available																												
Healthcare provider visit			14. Duration of Illness (among those who recovered) (circle appropriate units) Shortest _____ (hours, days) Longest _____ (hours, days) Median _____ (hours, days) <input type="checkbox"/> Unknown																											
Hospitalization																														
Death			* Use the following terms, if appropriate, to describe other common characteristics of cases: <table border="0"> <tr> <td>Anaphylaxis</td> <td>Headache</td> <td>Tachycardia</td> </tr> <tr> <td>Arthralgia</td> <td>Hypotension</td> <td>Temperature reversal</td> </tr> <tr> <td>Bradycardia</td> <td>Itching</td> <td>Thrombocytopenia</td> </tr> <tr> <td>Bullous skin lesions</td> <td>Jaundice</td> <td>Urticaria</td> </tr> <tr> <td>Coma</td> <td>Lethargy</td> <td>Wheezing</td> </tr> <tr> <td>Cough</td> <td>Myalgia</td> <td></td> </tr> <tr> <td>Descending paralysis</td> <td>Paraesthesia</td> <td></td> </tr> <tr> <td>Diplopia</td> <td>Septicaemia</td> <td></td> </tr> <tr> <td>Flushing</td> <td>Sore throat</td> <td></td> </tr> </table>	Anaphylaxis	Headache	Tachycardia	Arthralgia	Hypotension	Temperature reversal	Bradycardia	Itching	Thrombocytopenia	Bullous skin lesions	Jaundice	Urticaria	Coma	Lethargy	Wheezing	Cough	Myalgia		Descending paralysis	Paraesthesia		Diplopia	Septicaemia		Flushing	Sore throat	
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Bloody stools																														
Fever																														
Abdominal cramps																														
HUS or TTP																														
Asymptomatic																														
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Part 3: School questions

1. Did the outbreak involve a single or multiple schools?

- Single
- Multiple (if yes, number of schools ____)

2. School characteristics (for all involved students in all involved schools)

- a) Total approximate enrolment
 ____ (number of students)
 Unknown or undetermined
- b) Grade level(s) (please check all grades affected)
 Preschool
 Grade school (grades K-12)
 Please check all grades affected: K 1st 2nd 3rd 4th 5th 6th 7th 8th 9th 10th 11th 12th
 College/university/technical school
 Unknown or undetermined
- c) Primary funding of involved school(s)
 Public Private Unknown or undetermined

3. Describe the preparation of the implicated item:

- Heat and serve (item mostly prepared or cooked off-site, reheated on-site)
- Served a-la-carte
- Serve only (preheated or served cold)
- Cooked on-site using primary ingredients
- Provided by a food service management company
- Provided by a fast food vendor
- Provided by a pre-plate company
- Part of a club/fundraising event
- Made in the classroom
- Brought by a student/teacher/parent
- Other _____
- Unknown or undetermined

4. How many times has the state, county or local health department inspected this school cafeteria or kitchen in the 12 months before the outbreak?*

- Once
- Twice
- More than two times
- Not inspected
- Unknown or undetermined

*If there are multiple schools involved, please answer according to the most affected school.

5. Does the school have a HACCP plan in place for the school feeding program?*

- Yes
- No
- Unknown or undetermined

*If there are multiple schools involved, please answer according to the most affected school.

6. Was implicated food item provided to the school through the National School Lunch/Breakfast Program?

- Yes
- No
- Unknown or undetermined

If Yes, was the implicated food item donated/purchased by :

- USDA through the Commodity Distribution Program
- Purchased commercially by the state/school authority
- Other _____
- Unknown or undetermined

Part 4: Ground beef

1. What percentage of ill persons (for whom information is available) ate ground beef raw or undercooked? ____%
2. Was ground beef case-ready? (Ground beef that comes from a manufacturer packaged for sale and not altered or repackaged by the retailer)
 - Yes
 - No
 - Unknown or undetermined
3. Was the beef ground or reground by the retailer?
 - Yes
 - No
 - Unknown or undetermined

If yes, was anything added to the beef during grinding (e.g. shop trim or any product to alter the fat content)?

Part 5: Mode of transmission (enterohaemorrhagic *E. coli* or *Salmonella* enteritidis only)

1. Mode of transmission (for greater than 50% of cases)

Select one:

- Food
- Person to person
- Swimming or recreational water
- Drinking water
- Contact with animals or their environment
- Unknown or undetermined

Part 6: Additional egg questions

1. Were eggs (check all that apply):

- in-shell, un-pasteurized?
- in-shell, pasteurized?
- liquid or dry egg product?
- stored with inadequate refrigeration during or after sale?
- consumed raw?
- consumed undercooked?
- pooled?

2. If eggs traced back to farm, was *Salmonella* enteritidis found on the farm?

- Yes
- No
- Unknown or undetermined

Comment: _____

Contamination factors:¹

- C1 – Toxic substance part of tissue (e.g. ciguatera)
- C2 – Poisonous substance intentionally added (e.g. cyanide or phenolphthalein added to cause illness)
- C3 – Poisonous or physical substance accidentally/incidentally added (e.g. sanitizer or cleaning compound)
- C4 – Addition of excessive quantities of ingredients that are toxic under these situations (e.g. niacin poisoning in bread)
- C5 – Toxic container or pipelines (e.g. galvanized containers with acid food, copper pipe with carbonated beverages)
- C6 – Raw product/ingredient contaminated by pathogens from animal or environment (e.g. *Salmonella* enteritidis in egg, norovirus in shellfish, *E. coli* in sprouts)
- C7 – Ingestion of contaminated raw products (e.g. raw shellfish, produce, eggs)
- C8 – Obtaining foods from polluted sources (e.g. shellfish)
- C9 – Cross-contamination from raw ingredient of animal origin (e.g. raw poultry on the cutting board)
- C10 – Bare-handed contact by handler/worker/preparer (e.g. with ready-to-eat food)
- C11 – Glove-handed contact by handler/worker/preparer (e.g. with ready-to-eat food)
- C12 – Handling by an infected person or carrier of pathogen (e.g. *Staphylococcus*, *Salmonella*, norovirus)
- C13 – Inadequate cleaning of processing/preparation equipment/utensils leads to contamination of vehicle (e.g. cutting boards)
- C14 – Storage in contaminated environment leads to contamination of vehicle (e.g. store room, refrigerator)
- C15 – Other source of contamination (*please describe in Comments*)

Proliferation/amplification factors:¹

- P1 – Allowing foods to remain at room or warm outdoor temperature for several hours (e.g. during preparation or holding for service)
- P2 – Slow cooling (e.g. deep containers or large roasts)
- P3 – Inadequate cold-holding temperatures (e.g. refrigerator inadequate/not working, iced holding inadequate)
- P4 – Preparing foods a half day or more before serving (e.g. banquet preparation a day in advance)
- P5 – Prolonged cold storage for several weeks (e.g. permits slow growth of psychrophilic pathogens)
- P6 – Insufficient time and/or temperature during hot holding (e.g. malfunctioning equipment, too large a mass of food)
- P7 – Insufficient acidification (e.g. home canned foods)
- P8 – Insufficiently low water activity (e.g. smoked/salted fish)
- P9 – Inadequate thawing of frozen products (e.g. room thawing)
- P10 – Anaerobic packaging/modified atmosphere (e.g. vacuum packed fish, salad in gas flushed bag)
- P11 – Inadequate fermentation (e.g. processed meat, cheese)
- P12 – Other situations that promote or allow microbial growth or toxic production (*please describe in Comments*)

Survival factors:¹

- S1 – Insufficient time and/or temperature during initial cooking/heat processing (e.g. roasted meats/poultry, canned foods, pasteurization)
- S2 – Insufficient time and/or temperature during reheating (e.g. sauces, roasts)
- S3 – Inadequate acidification (e.g. mayonnaise, tomatoes canned)
- S4 – Insufficient thawing, followed by insufficient cooking (e.g. frozen turkey)
- S5 – Other process failures that permit the agent to survive (*please describe in Comments*)

Method of preparation:²

- M1 – Foods eaten raw or lightly cooked (e.g. hard shell clams, sunny side up eggs)
- M2 – Solid masses of potentially hazardous foods (e.g. casseroles, lasagna, stuffing)
- M3 – Multiple foods (e.g. smorgasbord, buffet)
- M4 – Cook/serve foods (e.g. steak, fish fillet)
- M5 – Natural toxicant (e.g. poisonous mushrooms, paralytic shellfish poisoning)
- M6 – Roasted meat/poultry (e.g. roast beef, roast turkey)
- M7 – Salads prepared with one or more cooked ingredients (e.g. macaroni, potato, tuna)
- M8 – Liquid or semi-solid mixtures of potentially hazardous foods (e.g. gravy, chili, sauce)
- M9 – Chemical contamination (e.g. heavy metal, pesticide)
- M10 – Baked goods (e.g. pies, eclairs)
- M11 – Commercially processed foods (e.g. canned fruits and vegetables, ice cream)
- M12 – Sandwiches (e.g. hot dog, hamburger, Monte Cristo)
- M13 – Beverages (e.g. carbonated and non-carbonated, milk)
- M14 – Salads with raw ingredients (e.g. green salad, fruit salad)
- M15 – Other, does not fit into above categories (*please describe in Comments*)
- M16 – Unknown, vehicle was not identified

¹ Bryan FL, Guzewich JJ, Todd ECD. Surveillance of foodborne disease. III. Summary and presentation of data on vehicles and contributory factors: their value and limitations. *Journal of Food Protection*, 1997, 60(6):701–714.

² Weingold SE, Guzewich JJ, Fudala JK. Use of foodborne disease data for HACCP risk assessment. *Journal of Food Protection*, 1994, 57(9):820–830.