

Hazard Analysis of Critical Control Points (HACCP) Guidance for Operators Requesting a Variance or Submitting a HACCP Plan in accordance with Chapter 8-201.14

This outlines the expectations for what will be submitted with each Variance application. While it is the facility's responsibility to put their plan together, there are many resources available in the form of classes or private contractors. On the back of this form are the seven steps for creating a HACCP plan and more examples and information can be found in the document, "Managing Food Safety: A Manual for the Voluntary Use of HACCP Principles for Operators of Food Service and Retail Establishments" which is online at:

<http://www.fda.gov/downloads/Food/FoodSafety/RetailFoodProtection/ManagingFoodSafetyHACCPPrinciples/Operators/UCM077957.pdf>.

Each HACCP plan must include:

- ❑ A categorization of the types of potentially hazardous foods subject to the HACCP plan requirements, such as the types of raw meats being packaged under reduced oxygen packaging or different foods being cooked using the sous vide method.
- ❑ A flow diagram for **each** specific food or category type identifying **each** critical control point and including:
 - Ingredients, materials, and equipment used in the preparation of that food, and;
 - Formulations or recipes that delineate methods and procedural control measures that address the food safety concerns involved;
- ❑ Employee and supervisory training plan that addresses the FOOD safety issues of concern;
- ❑ A statement of standard operating procedures for the plan under consideration that clearly identifies:
 - Each critical control point,
 - The critical limits for each critical control point,
 - The method and frequency for monitoring and controlling each critical control point by the food employee designated by the Person In Charge (PIC),
 - The method and frequency for the PIC to routinely verify that the food employee is following standard operating procedures and monitoring critical control points,
 - The action to be taken by the PIC if the critical limits for each critical control point are not met, and
 - What records will be maintained by the PIC to demonstrate that the HACCP plan is properly operated and managed; and
- ❑ Any additional scientific data or other information to support that food safety is not compromised by the proposal.

Hazard Analysis of Critical Control Points (HACCP) Flow Chart

1) Identify hazards and assess their severity and risks

2) Determine Critical Control Points

3) Determine control of hazard and establish criteria to ensure control (measurable Critical Limits)

4) Monitor Critical Control Points

5) Record data on time/temp logs

6) Take action whenever monitoring results indicate criteria are not met (list actions on monitoring documents)

7) Verify that the system is functioning as planned (audit procedures and records)