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* These are examples for illustrative purposes only. The potential hazards identified may not be the only hazards associated with these type type of products. Your response may be different for each specific case.

Appendix 1 — Test and Evaluation Forms

1. What does the acronym HACCP stand for?

Hazard Analysis and Critical Control Points

2. Which of the following statement(s) is/are true?

- HACCP is intended for food safety only.
- HACCP is intended for food safety and high quality.
- HACCP is intended for food safety, high quality, and nutrition.

HACCP is intended for food safety only.

3. Principle 1 — Conduct a Hazard Analysis.

State what the principle is and give its regulation definition.

- *States: Conduct a hazard analysis. Prepare a list of steps in the process where significant hazards occur and describe the preventative measures.*
- *The regulation defines a food safety hazard as “any biological, chemical, or physical property that may cause a food to be unsafe for human consumption.”*

4. Principle 2 — Critical Control Points.

State what the principle is and give its regulation definition.

- *States: Identify the Critical Control Points (CCP) in the process.*
- *A Critical Control Point (CCP) is defined as “a point, step, or procedure in a food process at which control can be applied and, as a result, a food-safety hazard can be prevented, eliminated, or reduced to acceptable levels.”*

5. Principle 3 — Establish Critical Limits for Each Critical Control Point.

State what the principle is and give its regulation definition.

- *States: Establish critical limits for preventative measures associated with each identified CCP.*

- *The regulation defines critical limit as “the maximum or minimum value to which a physical, biological, or chemical hazard must be controlled at a Critical Control Point to prevent, eliminate, or reduce to an acceptable level the occurrence of the identified food safety hazard.”*

6. Principle 4 — Establish Monitoring Procedures.

State what the principle is and give its regulation definition.

- *States: Establish CCP monitoring requirements. Establish procedures for using the results of monitoring to adjust the process and maintain control.*
- *Monitoring is a planned sequence of observations or measurements to assess whether a CCP is under control and to produce an accurate record for future use in verification.*

7. Principle 5 — Establish Corrective Actions.

State what the principle is and give its regulation definition.

- *States: Establish corrective action to be taken when monitoring indicates that there is a deviation from an established critical limit.*
- *The regulation defines corrective action as “procedures to be followed when a deviation occurs.” A deviation is a failure to meet a critical limit.*

8. Principle 6 — Establish Verification Procedures.

State what the principle is and what it entails.

- *States: “Establish procedures to verify that the HACCP system is working correctly.”*
- *Simply stated, the HACCP team needs to verify that the HACCP system is working the way it is expected to work.*

9. Principle 7 — Establish Record-Keeping Procedures.

State what the principle is and what the records should include.

- *States: “Establish effective record-keeping procedures that document the HACCP systems.”*
 1. *SSOP Records and employee training*
 2. *HACCP Plan and reassessments*
 3. *Operating records of Critical Limits*

10. What are three categories of hazards?

Biological
Chemical
Physical

11. Why do you think the government agencies (FDA and USDA) are emphasizing HACCP?

- *Since it is Retail Grocery’s responsibility to provide a safe food of acceptable quality, it should be Retail Grocery’s prerogative to design and implement the means by which such responsibility can be met to the satisfaction of regulatory agencies and, more broadly, the consuming public.*
- *The HACCP system is a logical, scientific approach to controlling safety problems in food production.*

12. Is the United States the only country using HACCP?

No. Canada and Europe are using HACCP.

13. Why are the prerequisite programs necessary for a good HACCP program?

The prerequisite programs provide:

- *Guidelines in the areas of Personnel, Buildings and Facilities, Equipment and Utensils, and Production and Process Control to provide a safe practice for manufacturing, packing, or holding food for human consumption.*
- *Written procedures for cleaning the equipment.*
- *Clear identification of the product and the process for which the HACCP is designed.*
- *Minimization of Critical Control Points.*

14. What are the requirements of Sanitation Standard Operating Procedures (SSOP)?

- *A written document describing daily sanitation procedures that the plant will conduct before and during operations to prevent direct contamination or adulteration of product(s).*
- *A statement of the procedures the plant will conduct prior to the start of operations. At a minimum, these procedures must address the cleaning of food contact surfaces, equipment, and utensils.*
- *A statement of the frequency at which each procedure will be performed.*
- *A statement identifying the individuals who will be responsible for implementing daily sanitation activities.*
- *An established form that an official with overall authority on-site, or higher, is required to sign and date.*

15. What are the four parts that must be addressed in Principle 5 — Establish Corrective Actions.

1. *Determine that the CCP is once again under control.*
2. *Determine the disposition of any product that is in noncompliance.*
3. *Correct the cause of the noncompliance to prevent a recurrence.*
4. *Maintain records of the corrective actions.*

16. Name and describe the three parts of Principle 6 — Establish Verification Procedures.

1. *Validation — The regulation defines validation as “the scientific and technical process for determining that the CCP and associated critical limits are adequate and sufficient to control likely hazards.”*
2. *Verification — The emphasis in this section is compliance and not adequacy. **Say What You Do and Do What You Say.***
3. *Reassessments — Review the HACCP plan for accuracy whenever there are changes and at least annually.*

Appendix 2 — Prerequisite Programs

Examples of Common Prerequisite Programs

The production of safe food products requires that the HACCP system be built upon a solid foundation of prerequisite programs. Each segment of the food industry must provide the conditions necessary to protect food while the food is under that segment's control. This protection has traditionally been accomplished through the application of Good Manufacturing Practices (GMP). These conditions and practices are now considered to be prerequisite to the development and implementation of effective HACCP plans. Prerequisite programs provide the basic environmental and operating conditions that are necessary for the production of safe, wholesome food. Common prerequisite programs may include, but are not limited to:

Facilities. The establishment should be located, constructed, and maintained according to sanitary design principles. There should be linear product flow and traffic control to minimize cross-contamination from raw to cooked materials.

Supplier Control. Each facility should assure that its suppliers have in place effective GMP and food-safety programs. These may be the subject of continuing supplier guarantee and supplier HACCP system verification.

Specifications. There should be written specifications for all ingredients, products, and packaging materials.

Production Equipment. All equipment should be constructed and installed according to sanitary design principles. Preventive maintenance and calibration schedules should be established and documented.

Cleaning and Sanitation. All procedures for cleaning and sanitizing the equipment and the

facility should be written and followed. A master sanitation schedule should be in place.

Personal Hygiene. All employees and other persons who enter the manufacturing plant should follow the requirements for personal hygiene.

Training. All employees should receive documented training in personal hygiene, GMP, cleaning and sanitation procedures, personal safety, and their role in the HACCP program.

Chemical Control. Documented procedures must be in place to assure the segregation and proper use of nonfood chemicals in the plant. These include cleaning chemicals, fumigants, and pesticides or baits used in or around the plant.

Receiving, Storage, and Shipping. All raw materials and products should be stored under sanitary conditions and the proper environmental conditions such as temperature and humidity to assure their safety and wholesomeness.

Traceability and Recall. All raw materials and products should be lot-coded and a recall system should be in place so that rapid and complete traces and recalls can be done when a product retrieval is necessary.

Pest Control. Effective pest control programs should be in place.

Other examples of prerequisite programs might include quality assurance procedures; standard operating procedures for sanitation, processes, product formulations and recipes; glass control; procedures for receiving, storage, and shipping; labeling; and employee food and ingredient handling practices.

Appendix 3 — Sanitation Standard Operating Procedures (SSOP)

- I. Sanitation Standard Operating Procedures (SSOP) should address each of the bulleted points listed here.

Sanitation Standard Operating Procedures

SSOP

- Written Sanitation Standard Operating Procedures (SSOP) describe those procedures the establishment conducts daily to prevent direct contamination or adulteration of the product.
- Preoperational procedures are identified. Preoperational procedures address the cleaning of food contact surfaces of facilities, equipment, and utensils.
- The SSOP frequency is specified for each procedure.
- The employee(s) responsible for implementing and maintaining the procedures are identified.
- Records are identified and kept, on a daily basis; these records document implementation and monitoring of SSOP and any corrective action taken.
- The individual with overall authority on-site, or a higher-level official, signs and dates the SSOP upon initial implementation and signs and dates any new modification.

- II. An example of a written SSOP practice follows.

Sanitation Standard Operating Procedure (SSOP)

Example
for:
(Establishment Name)
(Establishment Number)
(Address)
(Phone/Fax Numbers)
(Date)

Administrative structure is as follows:

President/Owner: _____

Signature: _____

Manager: _____

Signature: _____

The manager is responsible for implementing and daily monitoring of the Sanitation Standard Operating Procedures (SSOP) and recording the findings and any corrective actions. All records pertaining to this SSOP will be maintained on file and become a part of the HACCP daily record keeping.

I. Pre-Operational Sanitation — Equipment and Facility Cleaning

A. General Equipment Cleaning.

All equipment used for food processing and/or preparation will be cleaned and sanitized prior to starting processing or preparation.

1. Established cleaning procedures include:
 - a. Equipment is disassembled, as necessary.
 - b. Food debris is removed from equipment.
 - c. Equipment parts are rinsed with water to remove remaining food debris.
 - d. An approved cleaning solution, _____ (name of cleaning compound) (120-140°F), is applied to equipment parts/surfaces and scrubbed as needed to remove soil.
 - e. Equipment/parts are rinsed with potable water (120-140°F).
 - f. Equipment/parts are inspected for cleanliness and re-cleaned if necessary.
 - g. Equipment/parts are sanitized with approved sanitizer, _____ (name of sanitizer), or 180°F water.
 - h. Equipment is reassembled, re-sanitized, and re-rinsed, if necessary.

2. Implementation, Monitoring, and Record Keeping.

The manager performs a daily visual and organoleptic (smell) sanitation inspection after preoperational cleaning and sanitizing. The results of this inspection are recorded on Form _____. If inspection finds that the equipment is acceptably clean, then the appropriate box is checked and initialed. If corrective actions are needed, such actions need to be completed and documented on Form _____.

3. Corrective Actions.

When the manager determines that equipment or parts are not properly cleaned, the cleaning procedure and inspection are repeated. The manager monitors the cleaning process and retrain the employees doing the cleaning, if necessary. Corrective actions are recorded on Form _____.

B. Cleaning of Facilities, Including Floors, Walls, and Ceilings.

1. Cleaning procedures:

- a. Debris is swept up and discarded.
- b. Facilities are rinsed with potable water.
- c. Facilities are cleaned with an approved cleaner, _____.

2. Cleaning Frequency. Floors and walls are cleaned at the end of each processing day. Ceilings are cleaned as needed, but at least once a week.

3. Implementation, Monitoring, and Record Keeping.

The manager performs a daily organoleptic (smell) sanitation inspection after preoperational cleaning of facilities. The results of this inspection are recorded on Form _____. If inspection finds that the facilities are acceptably clean, then the appropriate box is checked and initialed. If corrective actions are needed, such actions need to be completed and documented on Form _____.

4. Corrective Actions.

When the manager determines that the facilities are not properly cleaned, the cleaning procedure and inspection are repeated. The manager monitors the cleaning process and retrain the employees doing the cleaning, if necessary. Corrective actions are recorded on Form _____.

II. Operational Sanitation — Equipment and Facility Cleaning.

- A. Food preparation and/or processing operations. Food preparation and/or processing are performed under sanitary conditions to prevent direct and cross-contamination of food products.

1. Established personal hygiene procedures for employees preparing and processing food products include:
 - a. All employees handling meat will wear hair nets during processing.
 - b. All employees will clean and sanitize hands, gloves, knives, spatulas, cutting boards, etc., as necessary during processing to prevent contamination of food products.
 - c. All equipment, tables, or counter tops are cleaned and sanitized throughout the day as needed.
 - d. Employees take appropriate precautions when going from a raw product area to a cooked product area, to prevent cross contamination of cooked products. Employees change outer garments, wash hands, and sanitize hands with an approved hand sanitizer (equivalent to 50 ppm chlorine), and put on clean gloves for that room or area.
2. Established procedures for meat product handling and storage include:
 - a. Raw and cooked processing areas are separate. There is no cross use of equipment between raw and cooked meat products.
 - b. Outer garments, such as aprons and gloves, are identified and designated specifically for either raw or cooked meat processing. Outer garments are maintained in a clean and sanitary manner and are changed at least daily, and if necessary, more often.
3. Established procedures for insect and rodent control include:
 - a. Insect and rodent traps will be maintained in nonfood handling areas.
 - b. All areas (dry storage rooms, coolers, processing rooms, etc.) will be checked for visible rodent droppings and insects.
4. Established procedures for mid-shift cleanup include:
 - a. A full cleanup will be done for the processing areas and equipment, in the event that processing time exceeds 50°F (in the applicable areas) for more than five hours.
5. Implementation, Monitoring, and Record Keeping.

The manager is responsible for ensuring that employee hygiene practices, sanitary product-handling procedures, pest and rodent control, and mid-shift cleaning procedures are maintained during a processing shift. The manager monitors these operational sanitation procedures once during each processing shift and these results are recorded on Form _____.
6. Corrective Actions.

When the manager identifies operational sanitation problems, the manager notifies employees to take appropriate action to correct the sanitation problems. If necessary, processing is stopped and/or employees are retrained. Corrective actions are recorded on Form _____.

Appendix 4 — Glossary of Terms

- **CCP:**
See Critical Control Point.
- **CCP Decision Tree:**
A sequence of questions to determine whether a control point is a Critical Control Point (CCP). (See Critical Control Point.)
- **Continuous Monitoring:**
Uninterrupted collection and recording of data such as temperature on a strip chart.
- **Control:**
(a) To manage the conditions of an operation to maintain compliance with established criteria, and (b) the state wherein correct procedures are being followed and criteria are being met.
- **Control Point:**
Any point, step, or procedure at which biological, physical, or chemical factors can be controlled.
- **Corrective Action:**
Procedures to be followed when a deviation occurs.
- **Criterion:**
A requirement on which a judgment or a decision can be based.
- **Critical Control Point (CCP):**
The last point, step, or procedure at which control can be applied and a food-safety hazard can be prevented, eliminated, or reduced to acceptable levels.
- **Critical Defect:**
A deviation at a CCP that may result in a hazard.
- **Critical Limit:**
The maximum or minimum value to which a physical, biological, or chemical hazard must be controlled at a Critical Control Point to prevent, eliminate, or reduce to an acceptable level the occurrence of the identified food safety hazard. A criterion that must be met for each preventive measure associated with a Critical Control Point.
- **Deviation:**
Failure to meet a critical limit.
- **GMP:**
See Good Manufacturing Practices.
- **Good Manufacturing Practices (GMP):**
An extensive list of practices that, if not met, could cause an adulterated food product. Found in the Code of Federal Regulations. (Chapter 21, Part 110.)
- **HACCP:**
Hazard Analysis and Critical Control Points.
- **HACCP Plan:**
The written document that is based upon the principles of HACCP and that delineates the procedures to be followed to assure the control of a specific process or procedure.
- **HACCP System:**
The result of the implementation of the HACCP plan.

- **HACCP Team:**
The group of people who are responsible for developing a HACCP plan.
- **HACCP Plan Reevaluation:**
One aspect of verification in which a documented periodic review of the HACCP plan is done by the HACCP team with the purpose of modifying the HACCP plan as necessary.
- **HACCP Plan Validation:**
The initial review by the HACCP team to ensure that all elements of the HACCP plan are accurate.
- **Hazard:**
A biological, chemical, or physical property that may cause a food to be unsafe for consumption.
- **Monitor:**
To conduct a planned sequence of observations or measurements to assess whether a CCP is under control and to produce an accurate record for future use in verification.
- **Preventive Measure:**
Physical, chemical, or other factors that can be used to control an identified health hazard.
- **Random Checks:**
Observations or measurements that are performed to supplement the scheduled evaluations required by the HACCP plan.
- **Risk:**
An estimate of the likely occurrence of a hazard.
- **SSOP:**
See Sanitation Standard Operating Procedures.
- **Sensitive Ingredient:**
An ingredient known to have been associated with a hazard and for which there is reason for concern.
- **Severity:**
The seriousness of a hazard.
- **Sanitation Standard Operating Procedures (SSOP):**
Developed by the Food Safety and Inspection Service (FSIS), USDA, as a Reference Guide to provide written directions in assuring good quality control and sanitation programs.
- **Target Levels:**
Criteria that are more stringent than critical limits and that are used by an operator to reduce the risk of a deviation.
- **Verification:**
The use of methods, procedures, or tests in addition to those used in monitoring to determine if the HACCP system is in compliance with the HACCP plan and/or whether the HACCP plan needs modification and revalidation.

Appendix 5 — HACCP: Origins

Concepts for HACCP originated from work done in the 1960s to help establish that food transported into space would not cause astronauts food-borne illness. The first work on HACCP was done at the Pillsbury Company, in collaboration with NASA and the U.S. Army Natick Laboratories and the U.S. Air Force Space Laboratory Project Group.

1971 —

HACCP, as we presently know it, took form at the National Conference on Food Protection, where risk assessment was combined with the critical point concept.

Mid 1970s —

Pillsbury first used HACCP for safety of foods in the U.S. Space Program and adopted it as a company-wide food-protection system. Pillsbury published the first comprehensive treatise on HACCP in 1973.

1973 —

A HACCP system was adopted for the Low-Acid Canned Food Regulations following the Bon Vivant Vichyssoise Soup botulism incident. [In this incident, several people died, after eating the soup, due to potulism poisoning.]

1985 —

HACCP was recommended by the National Academy of Science for broad application to various categories of non-canned food.

1989 —

The U.S. National Advisory Committee on Microbiological Criteria for Food (NACMCF) developed and approved a standardized and updated HACCP system, endorsed by federal regulatory agencies responsible for food safety.

1990s —

HACCP is an internationally accepted method of ensuring food safety by identifying hazards and monitoring their Critical Control Points in the process.

1997 (December) —

FDA's Seafood HAACP program becomes mandatory.

1998 (January) —

HACCP becomes mandatory for large meat and poultry manufacturers.

1999 (January) —

HACCP becomes mandatory for small meat and poultry manufacturers.

1999 (May) —

A voluntary pilot study to test the implementation, evaluation, monitoring, and enforcement of the proposed National Conference of Interstate Milk Shipment HACCP program.

1999 (September) —

HACCP becomes mandatory for frozen dessert manufacturers in the state of Ohio.

2000 (January) —

HACCP becomes mandatory for very small meat and poultry manufacturers.

2002 (January) —

The juice HACCP regulation begins to be mandatory for processors (02), small businesses (03), and very small businesses (04).

Appendix 6 — Common Hazards Found in Retail Establishments

Biological Hazards

Food Category	Pathogens	Spoilage
Fresh Produce	<i>Yersinia enterocolitica</i> <i>Bacillus cereus</i> <i>Salmonella</i> <i>Shigella</i> <i>Listeria</i> Enteropathogenic <i>Escherichia coli</i>	<i>Erwinia carotovora</i> <i>Pseudomonas</i> <i>Bacillus</i> Molds (<i>Alternaria</i> , <i>Botrytis</i> , <i>Penicillium</i> , <i>Phytophthora</i>)
Hot/ Cold Delicatessen	<i>Staphylococcus aureus</i> <i>Shigella</i> species <i>Clostridium perfringens</i> <i>Listeria monocytogenes</i>	Enterococci <i>Pseudomonas</i> lactic acid bacteria coliforms yeast
Bakery	Norwalk virus Norwalk-like viruses Otherwise rarely associated with food-borne illness	Molds <i>Bacillus subtilis</i>
Butcher Shop	<i>Salmonella</i> <i>Campylobacter jejuni</i> <i>Clostridium perfringens</i> Enteropathogenic <i>Escherichia coli</i> <i>Listeria monocytogenes</i> <i>Staphylococcus aureus</i>	<i>Pseudomonas</i> <i>Acinetobacter</i> <i>Moraxella</i> <i>Lactobacillus</i>
Seafood	<i>Vibrio cholerae</i> <i>Vibrio parahaemolyticus</i> <i>Clostridium botulinum</i> type E Norwalk virus	<i>Pseudomonas</i>
Dairy/Egg	<i>Salmonella</i> <i>Campylobacter jejuni</i> <i>Bacillus cereus</i> <i>Yersinia enterocolitica</i> <i>Listeria monocytogenes</i>	<i>Pseudomonas</i> <i>Flavobacterium</i> <i>Alcaligenes</i>

Common Pathogenic and Spoilage Microorganisms for Food Categories Found in Retail Establishments.
(Source: *Compendium for the Microbiological Examination of Foods*. 1992. Vanderzant and Splittsoesser,
Eds. American Public Health Association, Washington, D.C.)

Chemical Hazards

Pesticides, insecticides, improperly prepared or improperly applied sanitizers and cleaners.

Physical Hazards

Staples
Wire twist-ties
Glass
Plastic film
Tooth picks

Sand
Stones
Bone pieces
Wire
Wood

Appendix 7— Growth Rate of Microorganisms at Different Temperatures

Microorganisms can multiply very quickly under optimum conditions. The time it takes for a microbial cell to reproduce is called the generation, or doubling, time. The type of microorganism, type of food, and the storage conditions determine the generation time. At optimum conditions, most microbial generation times range from eight to 45 minutes. At refrigeration temperatures, generation times can be slowed to one to 10 days, if the cells reproduce at all.

For spoilage organisms, a slime or odor may begin to appear at one to 10 million microbial cells per gram of food. For pathogens, the hazardous dose varies. *Clostridium perfringens* requires 10 to 100 million cells per gram to cause disease, whereas 10 *Listeria monocytogenes* cells can cause disease. Because the identity of the initial contaminants is not

known, it is important to restrict all microbial growth as much as possible.

Example:

The generation time of a bacterium is 20 minutes at 98°F. One cell will generate more than one million cells in less than seven hours at this temperature (Table 1, page 58).

Table 1 illustrates the importance of initial bacterial numbers. The initial contamination level affects how rapidly the food will spoil or become hazardous to humans. The table shows two initial contamination levels — one bacterial cell and 1,000 bacterial cells. The more microbial cells that are initially present, the less time it takes to reach spoilage or hazardous levels. Proper sanitation of food contact surfaces is essential to keep contamination levels low.

Table 1. Effect of Time and Contamination Level on Cell Numbers of a Bacterium With a 20-Minute Generation Time at 98°F.

Time (hours:minutes)	Number of Microbial Cells (low contamination level)	Number of Microbial Cells (high contamination level)
0	1	1,000
0:20	2	2,000
0:40	4	4,000
1:00	8	8,000
1:20	16	16,000
1:40	32	32,000
2:00	64	64,000
2:20	128	128,000
2:40	256	254,000
3:00	512	508,000
3:20	1,024	1,016,000
3:40	2,048	
4:00	4,096	
4:20	8,192	
4:40	16,384	
5:00	32,768	
5:20	65,536	
5:40	131,072	
6:00	262,144	
6:20	524,288	
6:40	1,048,576	

Food storage conditions, such as temperature, can dramatically impact microbial generation time. Microorganisms can grow from 40 to 140°F, though most grow best at 65 to 100°F. At temperatures below each microorganism’s optimum, the generation time is longer, so it takes more time to reach spoilage or hazardous levels.

Table 2 (page 59) shows examples of bacterial cell numbers over time at three temperatures. Refrigerated storage of sensitive foods is essential to keep microbial levels low.

Table 2: Effect of Temperature on Cell Numbers Over Time for One Bacterium.

Time (hours)	Number of cells (at 98°F, generation time = 20 minutes)	Number of cells (at 70°F, generation time = 1 hour)	Number of cells (at 36°F, generation time = 24 hours)
0	1	1	1
1:00	8	2	
2:00	64	4	
3:00	512	8	
4:00	4,096	16	
5:00	32,768	32	
6:00	262,144	64	
24:00	4,722,366,483,000,000,000,000	16,777,216	2

(in theory only; practically, numbers will not exceed 10,000,000,000)

Appendix 8 — HACCP Plans

Chapter 7: *Creating a HACCP Plan* contains a step-by-step approach to creating a HACCP Plan. Eight examples of HACCP plans are included here in the Appendix. They are:

Cold Deli	Potato Salad
Hot Deli	Vegetable Beef Soup
Meat Preparation.....	Packaged Ground Beef
Bakery	Chocolate Chip Cookies
Fresh Produce	Lettuce
Dairy/Eggs	Eggs
Seafood	Fresh Fish
Ham	Vacuum-Packaged Ham

These HACCP plans are for eight different areas that may be found in a retail grocery store. An example of a product from each of the areas is provided.

The five forms required for a HACCP Plan are illustrated and are:

- Process Flow Diagram
- Hazard Analysis and CCP
- Critical Limits, Monitoring, and Corrective Actions
- Verification and Record Keeping
- HACCP Plan Summary

These forms address each of the Seven Principles of HACCP.

The Seven HACCP Principles

1. Conduct a Hazard Analysis.
2. Determine the CCP.
3. Establish Critical Limits.
4. Establish Monitoring Procedures.
5. Establish Corrective Actions.
6. Establish Verification Procedures.
7. Establish Record Keeping and Documentation.

It **must** be noted that these HACCP Plans are illustrations only. It is probable that your procedures and ingredients for preparing the products will differ, thus modifying the process steps. The regulatory agencies recognized this and, therefore, intentionally did not create the details.

In *Verification and Record Keeping*, it will be an advantage to enter the names of your procedures, tests, or documentation. The individuals performing *Critical Limits* recording will need forms. In your plans, the titles of the positions doing the tasks are best indicated instead of the names of individuals.

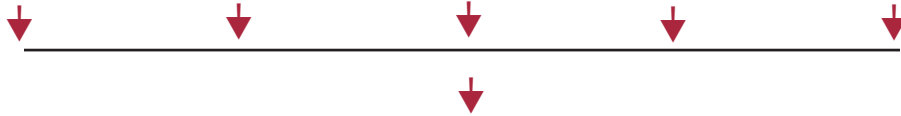
Remember, HACCP is created by the establishment and used by the establishment. Following HACCP procedures and creating the appropriate documentation of those procedures will help in further assuring a safe food product.

- The Process Flow Diagram is the beginning of developing the needed forms as explained in Step 1 in Chapter 7.
- The developing of the Hazard Analysis and CCP from the Process Flow Diagram is explained in Steps 2-4 in Chapter 7.
- The Critical Limits, Monitoring, and Corrective Actions form is discussed in Steps 5-7 in Chapter 7.
- The Verification and Record Keeping forms continue with Steps 8-9 in Chapter 7.
- The HACCP Plan Summary form follows for Step 10 in Chapter 7.
- Step 11 in Chapter 7 requires that all forms be reviewed for correctness, signed, and dated. The HACCP Plan Summary is to be approved by management.

Process Flow Diagram*

Product: Cold Deli — Potato Salad

Receiving	Potatoes, Onion	Celery	Mayonnaise, Mustard, Pimiento	Spices, Sugar	Pots, Pans, Utensils, and Etc.
Storage	Dry Storage at 50 to 70°F	Refrigerated Storage at 41°F or Below	Dry Storage at 50 to 70°F	Dry Storage at 50 to 70°F	Dry and Clean Storage
Pre-Prep	Wash Under Cool Running Water Peel Potatoes Chop Onions Cover and Refrigerate	Wash Under Cool Running Water Dice Celery Cover and Refrigerate at 41°F or Below			



Preparation	<ol style="list-style-type: none"> 1. Place potatoes in stock pot with enough water to cover. Boil, cover, simmer until potatoes are tender. CCP 1 2. Drain water. Cover and refrigerate at 41°F or below. 3. Combine mayonnaise, vinegar, mustard, spices, and pimiento. Stir well. 4. Dice potatoes. Combine potatoes, celery, onions, and mayonnaise mixture. 5. Place in shallow containers to maximize cooling rate.
Cooling	Cover, label, date. Refrigerate at 41°F or below. CCP 2
Holding and Service	Portion into serving cups. Garnish and place into service. CCP 3
Storage	Cover. Refrigerate at 41°F or below. CCP 4
Date Marking	Date product with the date of opening or production. Discard all product held after 7 days.

Approved By: _____

Date: _____

* These are examples for illustrative purposes only. The potential hazards identified may not be the only hazards associated with these types of products. Your response may be different for each specific product and establishment.

Process Flow Diagram*

Product: Hot Deli — Vegetable Beef Soup

Receiving	Beef	Beans, Peas, Corn	Parsley, Celery, Carrots	Potatoes, Onions	Canned, Tomatoes Bouillon, Spices	Pots, Pans, Utensils, And Etc.
Storage	Freezer Storage at 0°F or Below	Freezer Storage at 0°F or Below	Refrigerated Storage at 41°F or Below	Dry Storage at 50 to 70°F	Dry Storage at 50 to 70°F	Dry and Clean Storage
Pre-Prep	Thaw Beef Under Refrigeration at 41°F or Below	Wash Beans, Peas, Corn Under Cool Running Water Cover and Refrigerate at 41° or Below	Wash Parsley, Celery, Carrots Under Cool Running Water Mince Parsley, Chop Celery, Slice Carrots Cover and Refrigerate at 41°F or Below	Wash Potatoes, Onions Peel and Dice Potatoes, Chop Onions Cover and Refrigerate at 41°F or Below		



Preparation	<ol style="list-style-type: none"> 1. Trim fat from beef. Discard. Cube beef. Cover and refrigerate at 41°F or below. 2. Place meat, water, bouillon, and spices into stock pot. Bring to a boil, reduce heat, cover, and simmer 1 to 1-1/2 hours or until meat is tender. 3. Remove meat from stock pot, place in covered container, and refrigerate at 41°F or below until vegetables are cooked in next step. 4. Add parsley and all vegetables to beef stock. Boil, reduce heat, simmer for approximately 30 minutes. Stir occasionally. 5. Add refrigerated cooked beef to vegetable mixture. Bring to a boil, reduce heat, and simmer another 15 minutes. Critical limit cook to 165°F, 15 sec. <p style="text-align: center;">CCP 1</p>
Holding and Service	<p>Portion = 1 cup Maintain product temperature at 140°F or above. CCP 2 Cover.</p>
Cooling	<p>Cool properly. Cover, label, and date. Refrigerate at 41°F or below. Cool to 41°F in 4 hours. CCP 3</p>

Continued

Process Flow Diagram*

Product: Hot Deli — Vegetable Beef Soup, continued

Storage	Refrigerate at 41°F or below for 4 days or freeze at 0°F for 3 months. CCP 4
Reheat	If frozen, thaw under refrigeration at 41°F or below. Check quality. Place into clean baking pans. Reheat one time only, in small batches as needed. Reheat to 165°F, 15 sec. CCP 5 Reheat only one time.
Holding and Service	Portion = 1 cup Maintain product temperature at 140°F or above. CCP 6 Cover if possible.
Discard	Discard all product in service but not served. Discard all reheated product not served.



Approved By: _____

Date: _____


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Process Flow Diagram*

Product: Meat Preparation — Packaged Ground Beef

Receiving	Beef Cuts	Packaging	Pans, Utensils, Grinder, and Etc.
Storage	Refrigerate at 41°F or below.	Dry storage at 50 to 70°F	Dry and Clean Storage

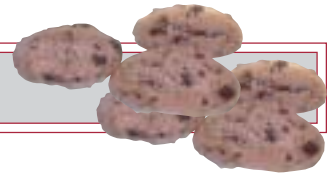


Preparation	<ol style="list-style-type: none"> 1. Cut specified sections of beef. 2. Trim excess fat from beef; discard. 3. Grind in clean grinder. 4. Section ground beef. 5. Check temperature of ground beef (45°F maximum temperature). CCP 1 6. Package immediately. 7. Label and date. Refrigerate at 41°F or below. 	
Holding and Service	<p>The time needed for removing beef cuts from the cooler to placing packaged ground beef into refrigeration should not exceed 1 hour.</p> <p>Maintain Holding and Service area at 41°F or below.</p>	
Storage	Refrigerate at 41°F or below.	
Discard	<p>Discard all refrigerated product held longer than 4 days.</p> <p>Discard all non-refrigerated product.</p>	

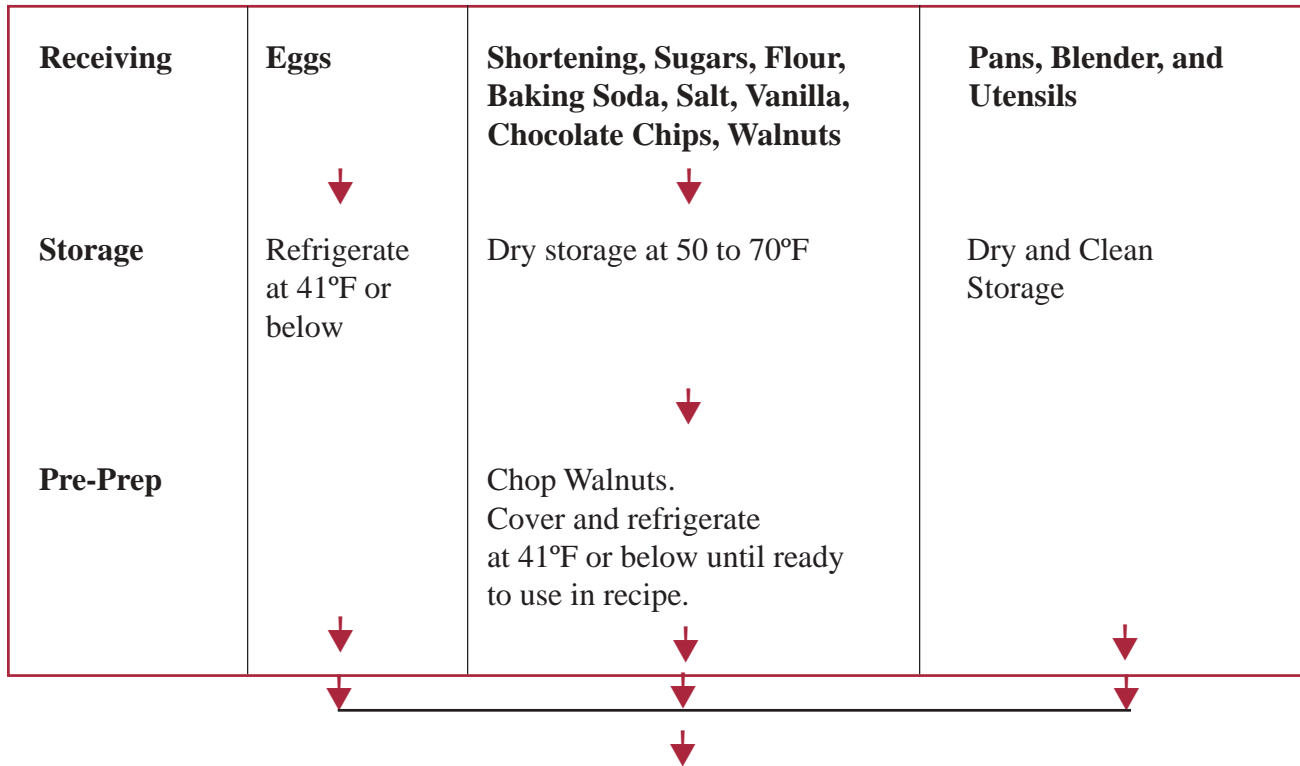
Approved By: _____ **Date:** _____

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Process Flow Diagram*



Product: Bakery — Chocolate Chip Cookies



Preparation	<ol style="list-style-type: none"> 1. Beat shortening and sugars at medium speed until light and fluffy. Add egg and vanilla; beat again. 2. Combine flour, baking soda, salt. Blend into creamed mixture. 3. Add chocolate chips and nuts; mix only until combined. 4. Scoop dough onto baking sheet pans sprayed with nonstick spray. 5. Bake at 350°F for 12 to 15 minutes in the oven. 6. After the temperature goal has been met, remove the cookies from the baking pan sheet immediately.
Cooling	Cool at room temperature (60 to 80°F).
Holding and Service	Portion = 1 cookie Maintain product temperature at room temperature (60 to 80°F). Do not hold more than 4 hours. Cover, if possible.
Storage	Only store product not sent to service. Cover, label, date. Store at room temperature (60 to 80°F) for 1 to 2 days.
Discard	Discard any product in service but not served. Discard any product after 1 to 2 days.

Approved By: _____

Date: _____

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Process Flow Diagram*

Product: Fresh Produce — Lettuce

Receiving	Lettuce
Storage	Date and store at 50 to 60°F. Do not store for more than 2 days.
Preparation	<ol style="list-style-type: none">1. Remove chilled lettuce from package.2. Wash individual heads of lettuce under cool running water.3. Drain thoroughly.
Service	Maintain clean and orderly Service display. Discard any lettuce leaves or lettuce heads dropped on floor.
Service Storage	Store at 50 to 60°F. Do not store for more than 3 days.



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Date: _____

Process Flow Diagram *

Product: Dairy/Eggs — Eggs

Receiving	Eggs
Storage	Date and refrigerate at 33 to 41°F. Do not store longer than producers “out” date.
Preparation	<ol style="list-style-type: none">1. Inspect each individual carton.2. Discard any carton of eggs containing a cracked egg.
Service	<ol style="list-style-type: none">1. Maintain clean and orderly Service display.2. Refrigerate at 33 to 41°F.3. Do not store longer than producers “out” date.
Discard	Discard eggs if cracked or follow producers “out” date.



Approved By: _____

Date: _____

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Process Flow Diagram*

Product: Seafood — Fresh Fish

Receiving	Fresh Fish
Receiving Storage	Date and store in refrigerator at 41°F or colder. Do not store for more than 2 days.
Preparation	<ol style="list-style-type: none">1. Remove fresh fish from package.2. Wash individual fish under chill running water.3. Drain thoroughly.
Service	<ol style="list-style-type: none">1. Maintain clean and orderly Service display.2. Place fish in Service display container and cover fish with ice.
Service Storage	Store at 41°F or colder. CCP 1 Do not store for more than 3 days.
Discard	Discard all fish stored for 3 days or longer.



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Process Flow Diagram

Product: Meat Preparation — Vacuum-Packaged Ham Products

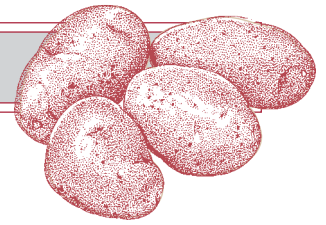
Receiving	Cooked, Cured Hams	Packaging Materials
Storage	Refrigerate at 41°F or below. Do not store for more than 3 days.	

Preparation	<ol style="list-style-type: none">1. Cut hams into halves, slices, or cubes.2. Package ham using vacuum or modified atmosphere packaging (reduced oxygen packaging.)3. Label packages. CCP 1
Finished Product Storage and Display	Maintain Product temperatures at 41°F or colder, during storage and display CCP 2

Approved By: _____

Date: _____

Hazard Analysis and CCP*



Product: Cold Deli — Potato Salad

Ingredient / Process Step	Potential Hazards, Introduced, Controlled, or Enhanced at This Step ¹	Is this hazard likely to occur?	Why? (Justification for decision made in previous column) ²	What measures can be applied to prevent, eliminate, or reduce the hazards being addressed in the HACCP plan? ³	Is this step a Critical Control Point? (CCP) ⁴
Receiving Potatoes, Onions	B	No			
	C	No			
	P	No			
Receiving Celery	B	No			
	C	No			
	P	No			
Receiving Mayonnaise, Mustard, Pimiento	B	No			
	C	No			
	P	No			
Receiving Spices, Sugar	B	No			
	C	No			
	P	No			
Storage Pans, Pots, Utensils, and Etc.	B	No			
	C	No			
	P	No			

Continued

Hazard Analysis and CCP*

Product: Cold Deli — Potato Salad, *continued*

Ingredient / Process Step	Potential Hazards, Introduced, Controlled, or Enhanced at This Step ¹	Is this hazard likely to occur?	Why? (Justification for decision made in previous column) ²	What measures can be applied to prevent, eliminate, or reduce the hazards being addressed in the HACCP plan? ³	Is this step a Critical Control Point? (CCP) ⁴
Dry Storage Potatoes, Onions	B	No			
	C	No			
	P	No			
Refrigerated Storage Celery	B	Yes			
	C	No			
	P	No			
Dry Storage Mayonnaise, Mustard, Pimento	B	No			
	C	No			
	P	No			
Dry Storage Spices, Sugar	B	No			
	C	No			
	P	No			
Pre-Prep Potatoes	B	Yes	Yes	Stored in designated refrigerated area and kept refrigerated.	Maintain Critical Control Control records and personnel practices.
	C	No			
	P	No			

Continued

Hazard Analysis and CCP*

Product: Cold Deli — Potato Salad, *continued*

Ingredient / Process Step	Potential Hazards, Introduced, Controlled, or Enhanced at This Step ¹	Is this hazard likely to occur?	Why? (Justification for decision made in previous column) ²	What measures can be applied to prevent, eliminate, or reduce the hazards being addressed in the HACCP plan? ³	Is this step a Critical Control Point? (CCP) ⁴	
Preparation	B	Yes	Yes	Final cooking temperature of potatoes must be met.	Maintain Critical Control records and personnel practices.	Yes CCP 1
	C	No				
	P	No				
Cooling	B	Yes	Yes	Final cooling temperature of potatoes must be met.	Maintain Critical Control records and personnel practices.	Yes CCP 2
	C	No				
	P	No				
Holding and Service	B	Yes	Yes	Potato Salad refrigerated temperature must be maintained in refrigerated Holding and Service areas.	Maintain Critical Control records and personnel practices.	Yes CCP 3
	C	No				
	P	No				

Continued

Hazard Analysis and CCP*

Product: Cold Deli — Potato Salad, *continued*

Ingredient / Process Step	Potential Hazards, Introduced, Controlled, or Enhanced at This Step ¹	Is this hazard likely to occur?	Why? (Justification for decision made in previous column) ²	What measures can be applied to prevent, eliminate, or reduce the hazards being addressed in the HACCP plan? ³	Is this step a Critical Control Point? (CCP) ⁴	
Product Storage	B	Yes	Yes	Stored in designated refrigerated storage and must be kept refrigerated.	Maintain designated storage refrigerator and cleaning procedures.	Yes CCP 4
	C	No				
	P	No				
Discard	B	No				
	C	No				
	P	No				

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² List justification for your decision based upon severity and likely occurrence of the hazard.

³ List control measures within your operation which occur at this or a later step.

⁴ Note CCP number and hazards controlled (e.g., CCP 1 (B-1) for biological hazard).

Approved By: _____

Date: _____



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Hazard Analysis and CCP*



Product: Hot Deli — Vegetable Beef Soup

Ingredient / Process Step	Potential Hazards, Introduced, Controlled, or Enhanced at This Step ¹	Is this hazard likely to occur?	Why? (Justification for decision made in previous column) ²	What measures can be applied to prevent, eliminate, or reduce the hazards being addressed in the HACCP plan? ³	Is this step a Critical Control Point? (CCP) ⁴
Receiving Beef	B	No			
	C	No			
	P	No			
Receiving Beans, Peas, Corn	B	No			
	C	No			
	P	No			
Receiving Parsley, Celery, Carrots	B	No			
	C	No			
	P	No			
Receiving Potatoes, Onions	B	No			
	P	No			
	P	No			
Receiving Canned Tomatoes, Bouillon, Spices	B	No			
	C	No			

Continued

Hazard Analysis and CCP*

Product: Hot Deli — Vegetable Beef Soup, *continued*

Ingredient / Process Step	Potential Hazards, Introduced, Controlled, or Enhanced at This Step ¹	Is this hazard likely to occur?	Why? (Justification for decision made in previous column) ²	What measures can be applied to prevent, eliminate, or reduce the hazards being addressed in the HACCP plan? ³	Is this step a Critical Control Point? (CCP) ⁴
	P	No			
Storage Pots, Pans, Utensils, and Etc.	B	No			
	C	No			
	P	No			
Storage Beef	B	No			
	C	No			
	P	No			
Storage Beans, Peas, Corn	B	No			
	C	No			
	P	No			
Storage Parsley,	B	No			

Continued

Hazard Analysis and CCP*

Product: Hot Deli — Vegetable Beef Soup, *continued*

Ingredient / Process Step	Potential Hazards, Introduced, Controlled, or Enhanced at This Step ¹	Is this hazard likely to occur?	Why? (Justification for decision made in previous column) ²	What measures can be applied to prevent, eliminate, or reduce the hazards being addressed in the HACCP plan? ³	Is this step a Critical Control Point? (CCP) ⁴
Celery, Carrots	C	No			
	P	No			
Storage Potatoes, Onions	B	No			
	C	No			
	P	No			
Storage Canned Tomatoes, Bouillon, Spices	B	No			
	C	No			
	P	No			
Pre-Prep Beef Thaw Under Refrigeration	B	No			
	C	No			
	P	No			

Continued

Hazard Analysis and CCP*

Product: Hot Deli — Vegetable Beef Soup, *continued*

Ingredient / Process Step	Potential Hazards, Introduced, Controlled, or Enhanced at This Step ¹	Is this hazard likely to occur?	Why? (Justification for decision made in previous column) ²	What measures can be applied to prevent, eliminate, or reduce the hazards being addressed in the HACCP plan? ³	Is this step a Critical Control Point? (CCP) ⁴
Pre-Prep Wash vegetables under cool running water. Mince, chop, slice, peel, and dice; refrigerate. Cover and refrigerate.	B	No			
	B	No			
	C	No			
	P	No			
Preparation Vegetable Beef Soup	B	Yes	Yes	Final cooking temperature of soup must be met.	Yes CCP 1
	C	No			
	P	No			
Holding and Service Vegetable Beef Soup	B	Yes	Yes	Heated soup temperature must be maintained in heated holding and service areas.	Yes CCP 2
	C	No			

Continued

Hazard Analysis and CCP*

Product: Hot Deli — Vegetable Beef Soup, *continued*

Ingredient / Process Step	Potential Hazards, Introduced, Controlled, or Enhanced at This Step ¹	Is this hazard likely to occur?	Why? (Justification for decision made in previous column) ²	What measures can be applied to prevent, eliminate, or reduce the hazards being addressed in the HACCP plan? ³	Is this step a Critical Control Point? (CCP) ⁴	
	P	No				
Cooling Vegetable Beef Soup	B	Yes	Yes	Final cooling temperature of soup must meet times and temperatures.	Maintain designated clean cooling area and train personnel using good sanitation practices.	Yes CCP 3
	C	No				
	P	No				
Storage Vegetable Beef Soup	B	Yes	No	Soup refrigerated or frozen temperature must be maintained.	Maintain Critical Control records and personnel practices.	Yes CCP 4
	C	No				
	P	No				
Reheat Vegetable Beef Soup	B	Yes	Yes	Final re-heating temperature of soup must be met.	Maintain Critical Control records and trained personnel using good sanitation practices.	Yes CCP 5
	C	No				
	P	No				

Continued

Hazard Analysis and CCP*

Product: Hot Deli — Vegetable Beef Soup, *continued*

Ingredient / Process Step	Potential Hazards, Introduced, Controlled, or Enhanced at This Step ¹	Is this hazard likely to occur?	Why? (Justification for decision made in previous column) ²	What measures can be applied to prevent, eliminate, or reduce the hazards being addressed in the HACCP plan? ³	Is this step a Critical Control Point? (CCP) ⁴		
Holding and Service Vegetable Beef Soup	B	Yes	Yes	Heated soup temperature must be maintained in heated holding and service areas.	Maintain Critical Control records and personnel practices.	Yes CCP 6	
	C	No					
	P	No					
Discard Vegetable Beef Soup	B	No					
	C	No					
	P	No					

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² List justification for your decision based upon severity and likely occurrence of the hazard.

³ List control measures within your operation which occur at this or a later step.

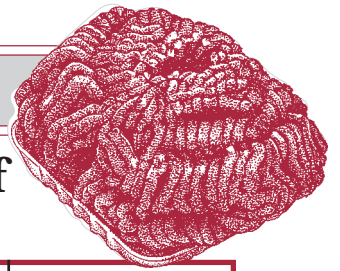
⁴ Note CCP number and hazards controlled (e.g., CCP 1 (B-1) for biological hazard).

Approved By: _____

Date: _____

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Hazard Analysis and CCP*



Product: Meat Preparation — Packaged Ground Beef

Ingredient / Process Step	Potential Hazards, Introduced, Controlled, or Enhanced at This Step ¹	Is this hazard likely to occur?	Why? (Justification for decision made in previous column) ²	What measures can be applied to prevent, eliminate, or reduce the hazards being addressed in the HACCP plan? ³	Is this step a Critical Control Point? (CCP) ⁴
Receiving Beef Cuts	B	No			
	C	No			
	P	No			
Receiving Packaging	B	No			
	C	No			
	P	No			
Storage Beef Cuts	B	No			
	C	No			
	P	No			
Storage Packaging	B	No			
	C	No			
	P	No			

Continued

Hazard Analysis and CCP*

Product: Meat Preparation — Packaged Ground Beef, *continued*

Ingredient / Process Step	Potential Hazards, Introduced, Controlled, or Enhanced at This Step ¹	Is this hazard likely to occur?	Why? (Justification for decision made in previous column) ²	What measures can be applied to prevent, eliminate, or reduce the hazards being addressed in the HACCP plan? ³	Is this step a Critical Control Point? (CCP) ⁴
Preparation Ground Beef	B	Yes	Yes	Ground beef temperatures may increase into the danger zone.	Yes CCP 1
	C	No			
	P	No			
Holding and Service Packaged Ground Beef	B	No			
	C	No			
	P	No			
Storage Packaged Ground Beef	B	No			
	C	No			
	P	No			
Discard Packaged Ground Beef	B	No			
	C	No			
	P	No			

Continued

Hazard Analysis and CCP*

Product: Meat Preparation — Packaged Ground Beef, *continued*

Ingredient / Process Step	Potential Hazards, Introduced, Controlled, or Enhanced at This Step ¹	Is this hazard likely to occur?	Why? (Justification for decision made in previous column) ²	What measures can be applied to prevent, eliminate, or reduce the hazards being addressed in the HACCP plan? ³	Is this step a Critical Control Point? (CCP) ⁴
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Approved By: _____

Date: _____



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Hazard Analysis and CCP*

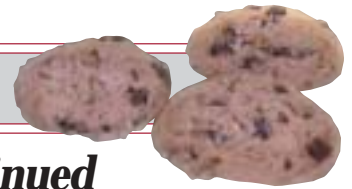


Product: Bakery — Chocolate Chip Cookies

Ingredient / Process Step	Potential Hazards, Introduced, Controlled, or Enhanced at This Step ¹	Is this hazard likely to occur?	Why? (Justification for decision made in previous column) ²	What measures can be applied to prevent, eliminate, or reduce the hazards being addressed in the HACCP plan? ³	Is this step a Critical Control Point? (CCP) ⁴
Receiving Eggs	B	No			
	C	No			
	P	No			
Receiving Shortening, Sugars, Flour, Baking Soda, Salt, Vanilla, Chocolate Chips, Walnuts	B	No			
	C	No			
	P	No			
Storage Pans, Blender, Utensils, and Etc.	B	No			
	C	No			
	P	No			
Storage Eggs	B	No			
	C	No			
	P	No			
Storage Shortening, Sugars, Flour, Baking Soda, Salt, Vanilla,	B	No			
	C	No			

Continued

Hazard Analysis and CCP*



Product: Bakery — Chocolate Chip Cookies, *continued*

Ingredient / Process Step	Potential Hazards, Introduced, Controlled, or Enhanced at This Step ¹	Is this hazard likely to occur?	Why? (Justification for decision made in previous column) ²	What measures can be applied to prevent, eliminate, or reduce the hazards being addressed in the HACCP plan? ³	Is this step a Critical Control Point? (CCP) ⁴
Shortening, Chocolate Chips, Walnuts	P No				
Pre-Prep Chop Walnuts	B No				
	C No				
	P No				
Preparation Chocolate Chip Cookies	B No				
	C No				
	P No				
Cooling Chocolate Chip Cookies	B No				
	C No				

Continued

Hazard Analysis and CCP*

Product: Bakery — Chocolate Chip Cookies, *continued*

Ingredient / Process Step	Potential Hazards, Introduced, Controlled, or Enhanced at This Step ¹	Is this hazard likely to occur?	Why? (Justification for decision made in previous column) ²	What measures can be applied to prevent, eliminate, or reduce the hazards being addressed in the HACCP plan? ³	Is this step a Critical Control Point? (CCP) ⁴
	P	No			
Holding and Service Chocolate Chip Cookies	B	No			
	C	No			
	P	No			
Product Storage Chocolate Chip Cookies	B	No			
	C	No			
	P	No			
Discard Chocolate Chip Cookies	B	No			
	C	No			
	P	No			

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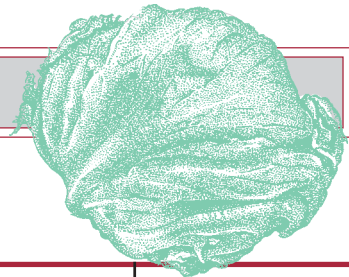
⁴ Note CCP number and hazards controlled (e.g., CCP 1 (B-1) for biological hazard).

Approved By: _____

Date: _____

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Hazard Analysis and CCP*



Product: Fresh Produce — Lettuce

Ingredient / Process Step	Potential Hazards, Introduced, Controlled, or Enhanced at This Step ¹	Is this hazard likely to occur?	Why? (Justification for decision made in previous column) ²	What measures can be applied to prevent, eliminate, or reduce the hazards being addressed in the HACCP plan? ³	Is this step a Critical Control Point? (CCP) ⁴
Receiving Lettuce	B	No			
	C	No			
	P	No			
Receiving Storage Lettuce	B	No			
	C	No			
	P	No			
Preparation Lettuce	B	No			
	C	No			
	P	No			
Service Lettuce	B	No			
	C	No			
	P	No			

Continued

Hazard Analysis and CCP*

Product: Fresh Produce — Lettuce, *continued*

Ingredient / Process Step		Potential Hazards, Introduced, Controlled, or Enhanced at This Step ¹	Is this hazard likely to occur?	Why? (Justification for decision made in previous column) ²	What measures can be applied to prevent, eliminate, or reduce the hazards being addressed in the HACCP plan? ³	Is this step a Critical Control Point? (CCP) ⁴
Service Storage Lettuce	B	No				
	C	No				
	P	No				
Discard Lettuce	B	No				
	C	No				
	B	No				

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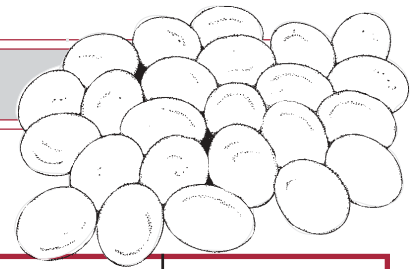
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Date: _____



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Hazard Analysis and CCP*



Product: Dairy/Eggs — Eggs

Ingredient / Process Step	Potential Hazards, Introduced, Controlled, or Enhanced at This Step ¹		Is this hazard likely to occur?	Why? (Justification for decision made in previous column) ²	What measures can be applied to prevent, eliminate, or reduce the hazards being addressed in the HACCP plan? ³	Is this step a Critical Control Point? (CCP) ⁴
Receiving Eggs	B	No				
	C	No				
	P	No				
Receiving Storage Eggs	B	No				
	C	No				
	P	No				
Service Eggs	B	No				
	C	No				
	P	No				

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² List justification for your decision based upon severity and likely occurrence of the hazard.
³ List control measures within your operation which occur at this or a later step.
⁴ Note CCP number and hazards controlled (e.g., CCP 1 (B-1) for biological hazard).

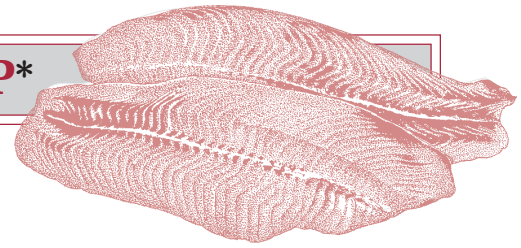
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Date: _____



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Hazard Analysis and CCP*



Product: Seafood — Fresh Fish

Ingredient / Process Step	Potential Hazards, Introduced, Controlled, or Enhanced at This Step ¹	Is this hazard likely to occur?	Why? (Justification for decision made in previous column) ²	What measures can be applied to prevent, eliminate, or reduce the hazards being addressed in the HACCP plan? ³	Is this step a Critical Control Point? (CCP) ⁴	
Receiving Fresh Fish	B	No				
	C	No				
	P	No				
Receiving Storage Receiving Fresh Fish	B	No				
	B	No				
	C	No				
	P	No				
Preparation Fresh Fish	B	No				
	C	No				
	P	No				
Service Storage Fresh Fish	B	Yes	Yes	Cleaned freezer Service area using sanitary equipment by trained personnel using good sanitation practices.	Maintain designated cleaned refrigerated Service area and trained personnel using good sanitation practices.	Yes CCP 1
	C	No				
	P	No				

Continued

Hazard Analysis and CCP*

Product: Seafood — Fresh Fish, *continued*

Ingredient / Process Step	Potential Hazards, Introduced, Controlled, or Enhanced at This Step ¹	Is this hazard likely to occur?	Why? (Justification for decision made in previous column) ²	What measures can be applied to prevent, eliminate, or reduce the hazards being addressed in the HACCP plan? ³	Is this step a Critical Control Point? (CCP) ⁴
Discard Fresh Fish	B	No			
	C	No			
	P	No			

¹ Hazards are classified as: B — Biological, C — Chemical, and P — Physical.

² List justification for your decision based upon severity and likely occurrence of the hazard.

³ List control measures within your operation which occur at this or a later step.

⁴ Note CCP number and hazards controlled (e.g., CCP 1 (B-1) for biological hazard).

Approved By: _____

Date: _____



* These are examples for illustrative purposes only. The potential hazards identified may not be the only hazards associated with these types of products. Your response may be different for each specific product and establishment.

Hazard Analysis and CCP*

Product: Meat Preparation — Vacuum-Packaged Ham Products

Ingredient / Process Step	Potential Hazards, Introduced, Controlled, or Enhanced at This Step ¹	Is this hazard likely to occur?	Why? (Justification for decision made in previous column) ²	What measures can be applied to prevent, eliminate, or reduce the hazards being addressed in the HACCP plan? ³	Is this step a Critical Control Point? (CCP) ⁴
Receiving Cooked, Cured Hams	B	No			
	C	No			
	P	No			
Receiving Packaging Materials	B	No			
	C	No			
	P	No			
Storage Cooked, Cured Hams	B	No			
	C	No			
	P	No			
Storage Packaging Materials	B	No			
	C	No			
	P	No			
Preparation Slicing and Cubing Ham	B	Yes	Yes	Temperature abuse could cause pathogen to grow.	SSOP records for time out of refrigeration.
	C	No			
	P	No			
Preparation Vacuum Packaging Ham	B	Yes	Yes	<i>C. botulinum</i> growth and germination could occur.	Products must be cured at a USDA or an Ohio Department of Agriculture-inspected plant.
	C	No			
	P	No			

Hazard Analysis and CCP*

Product: Meat Preparation — Vacuum-Packaged Ham Products, *continued*

Ingredient / Process Step	Potential Hazards, Introduced, Controlled, or Enhanced at This Step ¹	Is this hazard likely to occur?	Why? (Justification for decision made in previous column) ²	What measures can be applied to prevent, eliminate, or reduce the hazards being addressed in the HACCP plan? ³	Is this step a Critical Control Point? (CCP) ⁴
Preparation Labelling Ham	B	Yes	Yes	Specific label requirements for reduced-oxygen packaging.	Apply sell-by date. Yes CCP 1
	C	No			
	P	No			
Product Storage and Display Ham	B	Yes	Yes	Temperature abuse and germination of <i>C. botulinum</i>	Ham temperature at 41°F or colder. Yes CCP 2
	C	No			
	P	No			

¹ Hazards are classified as: B — Biological, C — Chemical, and P — Physical.

² List justification for your decision based upon severity and likely occurrence of the hazard.

³ List control measures within your operation which occur at this or a later step.

⁴ Note CCP number and hazards controlled (e.g., CCP 1 (B-1) for biological hazard).

Approved By: _____

Date: _____

* These are examples for illustrative purposes only. The potential hazards identified may not be the only hazards associated with these types of products. Your response may be different for each specific product and establishment.

Critical Limits, Monitoring, and Corrective Actions*



Product: Cold Deli — Potato Salad

Process Step/ CCP	Critical Limits	Monitoring Procedures				Corrective Actions
		What	How	Frequency	Who	
Preparation Cooking Potatoes CCP 1	140°F for 15 seconds	Final cooked potato center temperature	Cleaned calibrated thermometer for potato temperatures	Every batch of potatoes	Cold Deli Preparer	1. CCP under control. 2. Disposition of non-complying product determined. 3. Cause corrected to prevent a recurrence. 4. Maintain records.
Cooling Potato Salad CCP 2	Product temperature must reach 41°F or below within 4 hours	Center potato salad temperature	Cleaned calibrated thermometer for potato salad temperatures	Every batch of potato salad	Cold Deli Preparer	1. CCP under control. 2. Disposition of non-complying product determined. 3. Cause corrected to prevent a recurrence. 4. Maintain records.
Holding and Service Potato Salad CCP 3	41°F or below	Product temperature	Calibrated thermometer in product storage cooler; chart recorder	Every 2 hours	Area Personnel	1. CCP under control. 2. Disposition of non-complying product determined. 3. Cause corrected to prevent a recurrence. 4. Maintain records.
Refrigerated Product Storage CCP 4	41°F or below	Storage cooler temperature	Calibrated thermometer	Every 2 hours	Area Supervisor	1. CCP under control. 2. Disposition of non-complying product determined. 3. Cause corrected to prevent a recurrence. 4. Maintain records.

* These are examples for illustrative purposes only. The potential hazards identified may not be the only hazards associated with these types of products. Your response may be different for each specific product and establishment.

Critical Limits, Monitoring, and Corrective Actions*



Product: Hot Deli — Vegetable Beef Soup

Process Step/ CCP	Critical Limits	Monitoring Procedures				Corrective Actions
		What	How	Frequency	Who	
Preparation Cooking Soup CCP 1	165°F for 15 seconds	Cooked soup temperature	Calibrated thermometer in soup storage cooler	Every batch of soup	Soup Preparer	1. CCP under control. 2. Disposition of non-complying product determined. 3. Cause corrected to prevent a recurrence. 4. Maintain records.
Holding and Service Maintain hot soup temperature CCP 2	140°F or above	Cooked soup temperature	Calibrated thermometer in soup storage cooler	Every 2 hours	Area Supervisor	1. CCP under control. 2. Disposition of non-complying product determined. 3. Cause corrected to prevent a recurrence. 4. Maintain records.
Cooling Soup Soup CCP 3	From 140 to 70°F within 2 hours; then 70 to 41°F or below within 4 additional hours.	Cooling soup temperature	Calibrated thermometer in soup storage cooler	Every batch of soup	Soup Preparer	1. CCP under control. 2. Disposition of non-complying product determined. 3. Cause corrected to prevent a recurrence. 4. Maintain records.
Storage Soup CCP 4	Refrigerate at 41°F or below for 7 days; or freeze at 0°F or below for 3 months.	Stored soup refrigerator freezer area	Calibrated thermometer in soup storage cooler or freezer	Every 2 hours	Area Supervisor	1. CCP under control. 2. Disposition of non-complying product determined. 3. Cause corrected to prevent a recurrence.

Approved By: _____

Date: _____

Continued

Approved By: _____

Date: _____

Critical Limits, Monitoring, and Corrective Actions*

Product: Hot Deli — Vegetable Beef Soup, *continued*

Process Step/ CCP	Critical Limits	Monitoring Procedures				Corrective Actions
		What	How	Frequency	Who	
Reheat Soup CCP 5	If frozen, thaw under refrigeration at 41°F. Within 2 hours, product temperature must reach 165°F for 15 seconds.	Cooked soup temperature	Calibrated thermometer in soup storage cooler	Every batch of soup	Soup Preparer	1. CCP under control. 2. Disposition of non-complying product determined. 3. Cause corrected to prevent a recurrence. 4. Maintain records.
Holding and Service Soup CCP 6	140°F or above	Cooked soup temperature	Calibrated thermometer in soup storage cooler	Every 2 hours	Area Supervisor	1. CCP under control. 2. Disposition of non-complying product determined. 3. Cause corrected to prevent a recurrence. 4. Maintain records.

* These are examples for illustrative purposes only. The potential hazards identified may not be the only hazards associated with these types of products. Your response may be different for each specific product and establishment.

Critical Limits, Monitoring, and Corrective Actions*



Product: Meat Preparation — Packaged Ground Beef

Process Step/ CCP	Critical Limits	Monitoring Procedures				Corrective Actions
		What	How	Frequency	Who	
Preparation Ground Beef CCP 1	Not above 41°F (45°F maximum temperature) for more than 1 hour	Ground beef center temperature	Cleaned calibrated thermometer for ground beef temperatures	Every batch of ground beef	Ground Beef Preparer	1. CCP under control. 2. Disposition of non-complying product determined. 3. Cause corrected to prevent a recurrence. 4. Maintain records.

Approved By: _____

Date: _____

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Critical Limits, Monitoring, and Corrective Actions*



Product: Bakery — Chocolate Chip Cookies

Process Step/ CCP	Critical Limits	Monitoring Procedures				Corrective Actions
		What	How	Frequency	Who	

Note: There were no Critical Control Points (CCPs) in the Hazard Analysis for this specific instance of chocolate chip cookies; therefore, there are no Critical Limits, Monitoring, and Corrective Actions.



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Critical Limits, Monitoring, and Corrective Actions*

Product: Fresh Produce — Lettuce

Process Step/ CCP	Critical Limits	Monitoring Procedures			Corrective Actions
		What	How	Frequency	
				Who	

Note: There were no Critical Control Points (CCPs) in the Hazard Analysis for this specific instance of fresh produce — lettuce; therefore, there are no Critical Limits, Monitoring, and Corrective Actions.

Approved By: _____

Date: _____



* These are examples for illustrative purposes only. The potential hazards identified may not be the only hazards associated with these types of products. Your response may be different for each specific product and establishment.

Critical Limits, Monitoring, and Corrective Actions*

Product: Dairy/Eggs — Eggs

Process Step/ CCP	Critical Limits	Monitoring Procedures				Corrective Actions
		What	How	Frequency	Who	

Note: There were no Critical Control Points (CCPs) in the Hazard Analysis for this specific instance of eggs; therefore, there are no Critical Limits, Monitoring, and Corrective Actions.



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Critical Limits, Monitoring, and Corrective Actions*



Product: Seafood — Fresh Fish

Process Step/ CCP	Critical Limits	Monitoring Procedures				Corrective Actions
		What	How	Frequency	Who	
Service Storage Fresh Fish CCP 1	41°F or below	Service fish storage freezer temperature	Calibrated thermometer in fish storage area	Every 2 hours	Area Supervisor	1. CCP under control. 2. Disposition of non-complying product determined. 3. Cause corrected to prevent a recurrence. 4. Maintain records.

Approved By: _____

Date: _____

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Critical Limits, Monitoring, and Corrective Actions*

Product: Meat Preparation: Vacuum-Packaged Ham Products

Process Step/ CCP	Critical Limits	Monitoring Procedures				Corrective Actions
		What	How	Frequency	Who	
Preparation/ Labelling CCP 1	14 days from packaging	Dates on product	Review date marking on products	Daily	Dept. Manager	Discard out-of-date product
Product Storage and Display CCP 2	Store at 41°F or below	Product temperature	Metal stem thermometer	Once per shift	Dept. Manager	Discard product above 41°F

* These are examples for illustrative purposes only. The potential hazards identified may not be the only hazards associated with these types of products. Your response may be different for each specific product and establishment.

Approved By: _____ Date: _____

Verification and Record Keeping*



Product: Cold Deli — Potato Salad

Process Step/CCP	Verification Activities	Record-Keeping Procedures
Preparation Cooking Potatoes CCP 1	1. Preparation area clean and maintained. 2. Personnel trained. 3. Critical records accurate and maintained (calibration of thermometer and cooked potato temperature).	All Verification Records All Critical Factor Recordings
Cooling Potato Salad CCP 2	1. Cooling area clean and maintained. 2. Personnel trained. 3. Critical records accurate and maintained (calibration of thermometer and potato salad temperature).	All Verification Records All Critical Factor Recordings
Holding and Service Potato Salad CCP 3	1. Holding and Service area clean and maintained. 2. Personnel trained. 3. Critical records accurate and maintained (calibration of thermometer and potato salad temperature).	All Verification Records All Critical Factor Recordings
Product Storage Potato Salad CCP 4	1. Product Storage area clean and maintained. 2. Personnel trained. 3. Critical records accurate and maintained (calibration thermometer and refrigerated storage cooler temperature).	All Verification Records All Critical Factor Recordings

Approved By: _____

Date: _____

* These are examples for illustrative purposes only. The potential hazards identified may not be the only hazards associated with these types of products. Your response may be different for each specific product and establishment.

Verification and Record Keeping*



Product: Hot Deli — Vegetable Beef Soup

Process Step/CCP	Verification Activities	Record-Keeping Procedures
Preparation Cooking Soup CCP 1	1. Preparation area clean and maintained. 2. Personnel trained. 3. Critical records accurate and maintained (calibration of thermometer and cooking soup temperature).	All Verification Records All Critical Factor Recordings
Holding and Service Soup CCP 2	1. Holding and Service area clean and maintained. 2. Personnel trained. 3. Critical records accurate and maintained (calibration of thermometer and service soup temperature).	All Verification Records All Critical Factor Recordings
Cooling Soup CCP 3	1. Cooling area clean and maintained. 2. Personnel trained. 3. Critical records accurate and maintained (calibration of thermometer and cooling soup temperature).	All Verification Records All Critical Factor Recordings
Product Storage Soup CCP 4	1. Storage area clean and maintained. 2. Personnel trained. 3. Critical records accurate and maintained (calibration of thermometer and storage temperature).	All Verification Records All Critical Factor Recordings
Reheat Soup CCP 5	1. Reheat area clean and maintained. 2. Personnel trained. 3. Critical records accurate and maintained (calibration of thermometer and reheated soup temperature).	All Verification Records All Critical Factor Recordings

Verification and Record Keeping*

Product: Hot Deli — Vegetable Beef Soup, *continued*

Process Step/CCP	Verification Activities	Record-Keeping Procedures
Holding and Service Soup CCP 6	1. Holding and Service area clean and maintained. 2. Personnel trained. 3. Critical records accurate and maintained (calibration of thermometer and service soup temperature).	All Verification Records All Critical Factor Recordings

Approved By: _____

Date: _____

* These are examples for illustrative purposes only. The potential hazards identified may not be the only hazards associated with these types of products. Your response may be different for each specific product and establishment.

Verification and Record Keeping*



Product: Meat Preparation — Packaged Ground Beef

Process Step/CCP	Verification Activities	Record-Keeping Procedures
Preparation Ground Beef CCP 1	1. Monitoring record review 2. Direct observation of monitoring procedure (Check the checker) 3. Calibration of thermometer	Monitoring all maintaining and Verification Records



* These are examples for illustrative purposes only. The potential hazards identified may not be the only hazards associated with these types of products. Your response may be different for each specific product and establishment.

Verification and Record Keeping*



Product: Bakery -- Chocolate Chip Cookies

Process Step/CCP	Verification Activities	Record-Keeping Procedures
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Note: There are no Verification and Record Keeping procedures and activities for chocolate chip cookies because the Hazard Analysis and CCP do not have any CCP. See Process Flow diagram on page 65.

Approved By: _____

Date: _____

* These are examples for illustrative purposes only. The potential hazards identified may not be the only hazards associated with these types of products. Your response may be different for each specific product and establishment.

Approved By: _____

Date: _____

Verification and Record Keeping*

Product: Produce -- Lettuce



Process Step/CCP	Verification Activities	Record-Keeping Procedures
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Note: There are no Verification and Record Keeping procedures and activities for lettuce because the Hazard Analysis and CCP do not have any CCP. See Process Flow diagram on page 66.

* These are examples for illustrative purposes only. The potential hazards identified may not be the only hazards associated with these types of products. Your response may be different for each specific product and establishment.

Verification and Record Keeping*



Product: Produce -- Eggs

Process Step/CCP	Verification Activities	Record-Keeping Procedures
------------------	-------------------------	---------------------------

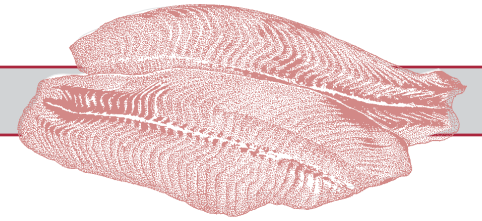
Note: There are no Verification and Record Keeping procedures and activities for eggs because the Hazard Analysis and CCP do not have any CCP. See Process Flow diagram on page 67.

Approved By: _____

Date: _____

* These are examples for illustrative purposes only. The potential hazards identified may not be the only hazards associated with these types of products. Your response may be different for each specific product and establishment.

Verification and Record Keeping*



Product: Seafood — Fresh Fish

Process Step/CCP	Verification Activities	Record-Keeping Procedures
Service Storage Fresh Fish CCP 1	1. Storage area clean and maintained. 2. Personnel trained. 3. Critical records accurate and maintained (calibration of thermometer and Fresh Fish Service Storage Freezer Temperature).	All Verification Records All Critical Factor Recordings



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Verification and Record Keeping*



Product: Meat Preparation: Vacuum-Packaged Ham Products

Process Step/CCP	Verification Activities	Record-Keeping Procedures
Preparation/ Labelling CCP 1	1. Check monitoring records for accuracy. 2. Direct observation of monitoring procedure. (Check the checker.)	All Monitoring Records All Verification Records
Product Storage and Display CCP 2	1. Calibrate thermometer weekly. 2. Check monitoring records for accuracy. 3. Direct observation of monitoring procedure. (Check the checker.)	All Monitoring Records All Verification Records

Approved By: _____

Date: _____

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HACCP Plan Summary*



Product: Cold Deli — Potato Salad

Process Step/ CCP	Hazard	Critical Limit	Monitoring	Corrective Action	Verification	Record Keeping
Preparation Cooked Potatoes	Yes CCP 1	140°F for 15 seconds	Cooked potatoes final center temperature	<ol style="list-style-type: none"> 1. CCP under control. 2. Disposition of non-complying product determined. 3. Cause corrected to prevent a recurrence. 4. Maintain records. 	<ol style="list-style-type: none"> 1. Personnel trained. 2. Critical records accurate and maintained (calibration and cooked potato temperature). 3. Area clean and maintained. 	<ol style="list-style-type: none"> 1. All Verification Records 2. All Critical Factor Recordings
Cooling Potato Salad	Yes CCP 2	Product temperature must reach 41°F or below within 4 hours	Center potato salad temperature	<ol style="list-style-type: none"> 1. CCP under control. 2. Disposition of non-complying product determined. 3. Cause corrected to prevent a recurrence. 4. Maintain records. 	<ol style="list-style-type: none"> 1. Personnel trained. 2. Critical records accurate and maintained (calibration and cooled potato temperature). 3. Area clean and maintained. 	<ol style="list-style-type: none"> 1. All Verification Records 2. All Critical Factor Recordings
Holding and Service Potato Salad	Yes CCP 3	41°F or below	Potato salad temperature	<ol style="list-style-type: none"> 1. CCP under control. 2. Disposition of non-complying product determined. 3. Cause corrected to prevent a recurrence. 4. Maintain records. 	<ol style="list-style-type: none"> 1. Personnel trained. 2. Critical records accurate and maintained (calibration and celery storage cooler temperature). 3. Area clean and maintained. 	<ol style="list-style-type: none"> 1. All Verification Records 2. All Critical Factor Recordings

HACCP Plan Summary*

Product: Cold Deli — Potato Salad, *continued*

Process Step/ CCP	Hazard	Critical Limit	Monitoring	Corrective Action	Verification	Record Keeping
Refrigerated Product Storage Potato Salad	Yes CCP 4	41°F or below	Ingredient Storage Cooler Temperature	1. CCP under control. 2. Disposition of non-complying product determined. 3. Cause corrected to prevent a recurrence. 4. Maintain records.	1. Personnel trained. 2. Critical records accurate and maintained (calibration and celery storage cooler temperature). 3. Area clean and maintained.	1. All Verification Records 2. All Critical Factor Recordings

Approved By: _____

Date: _____

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HACCP Plan Summary*



Product: Hot Deli — Vegetable Beef Soup

Process Step/ CCP	Hazard	Critical Limit	Monitoring	Corrective Action	Verification	Record Keeping
Preparation Cooking Soup	Yes CCP 1	165°F for 15 seconds	Final soup cooking temperature	<ol style="list-style-type: none"> 1. CCP under control. 2. Disposition of non-complying product determined. 3. Cause corrected to prevent a recurrence. 4. Maintain records. 	<ol style="list-style-type: none"> 1. Personnel trained. 2. Critical records accurate and maintained (calibration and cooked soup temperature). 3. Area clean and maintained. 	<ol style="list-style-type: none"> 1. All Verification Records 2. All Critical Factor Recordings
Holding and Service Maintain hot soup temperature	Yes CCP 2	140°F or above	Holding and Service Soup Temperature	<ol style="list-style-type: none"> 1. CCP under control. 2. Disposition of non-complying product determined. 3. Cause corrected to prevent a recurrence. 4. Maintain records. 	<ol style="list-style-type: none"> 1. Personnel trained. 2. Critical records accurate and maintained (calibration and cooked soup temperature). 3. Area clean and maintained. 	<ol style="list-style-type: none"> 1. All Verification Records 2. All Critical Factor Recordings
Cooling Soup	Yes CCP 3	140 to 70°F within 2 hours then 70 to 41°F within 4 additional hours	Soup temperature	<ol style="list-style-type: none"> 1. CCP under control. 2. Disposition of non-complying product determined. 3. Cause corrected to prevent a recurrence. 4. Maintain records. 	<ol style="list-style-type: none"> 1. Personnel trained. 2. Critical records accurate and maintained (calibration and cooling soup temperature). 3. Area clean and maintained. 	<ol style="list-style-type: none"> 1. All Verification Records 2. All Critical Factor Recordings

HACCP Plan Summary*

Product: Hot Deli — Vegetable Beef Soup, *continued*

Process Step/ CCP	Hazard	Critical Limit	Monitoring	Corrective Action	Verification	Record Keeping
Service Storage Soup	Yes CCP 4	Refrigerate at 41°F for 7 days or freeze at 0°F for 3 months	Soup Storage Refrigerator or Freezer Temperature	<ol style="list-style-type: none"> 1. CCP under control. 2. Disposition of non-complying product determined. 3. Cause corrected to prevent a recurrence. 4. Maintain records. 	<ol style="list-style-type: none"> 1. Personnel trained. 2. Critical records accurate and maintained (calibration and storage temperature). 3. Area clean and maintained. 	<ol style="list-style-type: none"> 1. All Verification Records 2. All Critical Factor Recordings
Reheat Soup	Yes CCP 5	If frozen, thaw under refrigeration at 41°F or below; reheat to 165°F for 15 seconds.	Final soup cooking temperature	<ol style="list-style-type: none"> 1. CCP under control. 2. Disposition of non-complying product determined. 3. Cause corrected to prevent a recurrence. 4. Maintain records. 	<ol style="list-style-type: none"> 1. Personnel trained. 2. Critical records accurate and maintained (calibration and cooked soup temperature). 3. Area clean and maintained. 	<ol style="list-style-type: none"> 1. All Verification Records 2. All Critical Factor Recordings
Holding and Service Soup	Yes CCP 6	140°F or above	Holding and Service Soup Temperature	<ol style="list-style-type: none"> 1. CCP under control. 2. Disposition of non-complying product determined. 3. Cause corrected to prevent a recurrence. 4. Maintain records. 	<ol style="list-style-type: none"> 1. Personnel trained. 2. Critical records accurate and maintained (calibration and cooked soup temperature). 3. Area clean and maintained. 	<ol style="list-style-type: none"> 1. All Verification Records 2. All Critical Factor Recordings

* These are examples for illustrative purposes only. The potential hazards identified may not be the only hazards associated with these types of products. Your response may be different for each specific product and establishment.

Continued

Approved By: _____

Date: _____

HACCP Plan Summary*



Product: Meat Preparation — Packaged Ground Beef

Process Step/ CCP	Hazard	Critical Limit	Monitoring	Corrective Action	Verification	Record Keeping
Preparation Ground Beef	Biological CCP 1	Not above 41°F (45°F maximum tempera- ture) for more than 1 hour	Ground beef center temperature	<ol style="list-style-type: none"> 1. CCP under control. 2. Disposition of non-complying product determined. 3. Cause corrected to prevent a recurrence. 4. Maintain records. 	<ol style="list-style-type: none"> 1. Monitoring record review 2. Direct observation of monitoring procedure (check the checker) 3. Calibration of thermometers 	<ol style="list-style-type: none"> 1. All Verification Records 2. All Monitoring Records

Approved By: _____

Date: _____

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HACCP Plan Summary*

Product: Bakery - Chocolate Chip Cookies

Process Step/ CCP	Hazard	Critical Limit	Monitoring	Corrective Action	Verification	Record Keeping
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Note: There were no Critical Control Points (CCPs) in the Hazard Analysis for this specific instance of chocolate chip cookies; therefore, there is no HACCP Plan Summary.

Approved By: _____

Date: _____

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HACCP Plan Summary*

Product: Fresh Produce - Lettuce

Process Step/ CCP	Hazard	Critical Limit	Monitoring	Corrective Action	Verification	Record Keeping
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Note: There were no Critical Control Points (CCPs) in the Hazard Analysis for this specific instance of fresh produce — lettuce; therefore, there is no HACCP Plan Summary.

Approved By: _____

Date: _____

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HACCP Plan Summary*

Product: Dairy/Eggs - Eggs

Process Step/ CCP	Hazard	Critical Limit	Monitoring	Corrective Action	Verification	Record Keeping
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Note: There were no Critical Control Points (CCPs) in the Hazard Analysis for this specific instance of eggs; therefore, there is no HACCP Plan Summary.

Approved By: _____

Date: _____

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HACCP Plan Summary*



Product: Seafood — Fresh Fish

Process Step/ CCP	Hazard	Critical Limit	Monitoring	Corrective Action	Verification	Record Keeping
Service Fish	Yes CCP 1	41°F or below	Storage Fresh Freezer Temperature	1. CCP under control. 2. Disposition of non-complying product determined. 3. Cause corrected to prevent a recurrence. 4. Maintain records.	1. Personnel trained. 2. Critical records accurate and maintained (calibration and fresh fish freezer temperature). 3. Area clean and maintained.	1. All Verification Records 2. All Critical Factor Recordings

Approved Rev. _____

Date: _____

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HACCP Plan Summary*

Product: Meat Preparation: Vacuum-Packaged Ham Products

Process Step/ CCP	Hazard	Critical Limit	Monitoring	Corrective Action	Verification	Record Keeping
Preparation/ Labelling CCP 1	Biological	41°F or below	14 days after Packaging	Discard out-of-date product, and record	1. Check monitoring records for accuracy. 2. Direct observation of monitoring procedure.	Monitoring and Verification Records
Product Storage and Display CCP 2	Biological	Product maintained at 41°F or below	Check product temperature once per shift	Discard product above 41°F and record	1. Calibrate thermom- eter weekly. 2. Check monitoring records for accuracy. 3. Direct observation of monitoring procedure.	Monitoring and Verification Records

Approved By: _____

Date: _____

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Appendix 9 — Lot Identification/Coding

Recall Procedure

Since any system can fail, a recall procedure might be in order, hopefully never to be used but available in the event it is needed. It is best that such a procedure be designed proactively, rather than put together in the event of an emergency.

The required identification shall identify in code:

1. The establishment where the food was prepared and/or processed.
2. The food product.
3. The year prepared and/or processed.
4. The day prepared and/or processed.
5. The period or shift during which the food product was prepared and/or processed.

The period or shift code should be changed with sufficient frequency to enable ready identification of lots during their sale and/or distribution.

- Intervals of four to five hours
- Personnel shift changes
- Batches

Appendix 10 — Final HACCP Plan

When the HACCP program is completed, the manual should include:

1. Cover Page
 - a. Plant name and address.
 - b. Purpose Statement — A statement detailing the purpose of the manual (e.g., This manual lists the products manufactured in this establishment and provides a full description of the hazards, preventive measures, corrective actions, and verifications used in the safe manufacture of food products at this establishment.).
 - c. Commitment Statement — A statement committing the management to initiate and perform the program detailed in this manual (e.g., The owners of this establishment by signature agree to accept and perform the duties described in the HACCP manual and further to empower the employees of the establishment to carry out the procedures described in the manual.).
 - d. Signatures of officials committed to the program.
 - e. Date program will be initiated.
2. HACCP Team:
 - a. Coordinator's name.
 - b. Credentials of coordinator.
 - c. Team members and titles.
3. List of products covered in each plan.
4. For each process category or HACCP plan:
 - Describe fully the product and the method of distribution.
 - Identify the consumer and the intended use of the food.
 - Provide a flow diagram for each step in the process.
 - List the identified hazards.
 - State the significance of each hazard.
 - Justify the significance.
 - Describe preventive measures.
 - Identify Critical Control Points (CCP).
 - Identify critical limits.
 - Describe monitoring procedures and frequencies.
 - Describe corrective actions to be taken.
 - Describe the record-keeping system to be used.
 - Describe the verification procedures to be used.

5. Employee training records.

- New hires
- On-the-job training

6. Recall Procedure — Since any system can fail, a recall procedure might be in order, hopefully never to be used but available in the event it is needed. It is best that such a procedure be designed proactively, rather than put together in the event of an emergency.

Appendix 11 — Emergency Management Plan Example

Crisis Team Members:

_____, Crisis Team Leader (and Media Spokesperson), 555-1212
_____, Company President and/or Owner, 555-1213
_____, Company Sales Manager, 555-1214

Crisis Communication Plan

In response to any crisis situation (anyone answering the phone regarding a pathogen test result or questions and complaints from media or customers, or anyone hearing a grapevine comment in the community), all employees are trained to contact _____ (Crisis Team Leader) immediately, and to refer all questions to _____ (Crisis Team Leader). Other employees should not attempt to answer any questions or respond to any phone calls, but should refer all calls to the Team Leader.

The information listed here, along with pertinent names and phone numbers filled in, should be kept in a notebook that is readily accessible to the Crisis Team Leader at all times.

The Crisis Team Leader should have a plan, or flow chart, developed to address the following:

- Which media representative(s) will be notified?
- Who will handle media notification?
- Should media access to the situation be limited in any way?
- Identify respected third parties, who will support the company's position.
- Determine how to communicate the situation to employees.

When You Get “The Call”

The Crisis Team shall meet, in person, within 1 hour of the notification of the crisis situation to:

- Get all the facts straight (How much product is involved? Where is the affected product? Product label names, code dates, and sizes of products, etc.) before contacting the inspection division. **With the proper records, a public recall may not be necessary.**
- Determine what additional information or expertise is needed.
- Identify targeted audiences who may have a stake in the outcome of the crisis.
- Determine what further action is needed.

Prepared by Lynn Knipe, Ohio State University Extension Meats Specialist; Lamar Hendricks, Regulatory Compliance, Hillshire Farms & Kahns, Cincinnati, Ohio; and Deb Abbott, Ohio Department of Agriculture. October 1999.

Recall Notice

For Ohio Department of Agriculture-inspected establishments, public notification of a voluntary recall is required within 24 hours. Also, responses to media questions should be made as soon as possible. All public statements should be truthful and candid. The company will take control of the message by minimizing references to outside agencies or companies for further information.

It is very important that you get the product name(s), package sizes, and lot or code numbers clearly identified in your announcement, in order to minimize additional confusion later. Once this information is available, a new release may be prepared.

The Crisis Team Leader, or other designees, will cooperate with the media, treating them as the messenger, not as the enemy. Daily communication with the media will occur during the initial few days of the crisis, to update media with the latest information.

The Media Spokesperson should be prepared with a list of “talking points,” which address:

- The company’s concern with the problem.
- That this is a voluntary recall.
- The company is cooperating with the Ohio Department of Agriculture (ODA) and/or the Food Safety and Inspection Service (FSIS) in the process.
- That the problem is fixed.

Statements may be checked by legal counsel prior to public notification, to protect the company’s legal rights; therefore, media will need to be informed of the forthcoming information.

The Crisis Team Leader, or other designee, will make regular contact with any victims resulting from the crisis.

Crisis Communications Training

All employees and management, who might be expected to receive incoming telephone calls, will be required to complete training regarding what to say and who should be the spokesperson. Updated training is required at least once each year. The Crisis Team Leader will conduct the training, and a training record will be kept.

Fact Sheet on the Company

A positive, and hopefully honest, message to emphasize that you are and have been a producer of high-quality meat (and/or other food) products for ____ years, operating under state and/or federal inspection, implementing Sanitation Standard Operating Procedures (SSOP) and Hazard Analysis and Critical Control Point (HACCP) programs, employing ____ people, in the _____ (county, city, state) area.

Emergency Management Directory

Key customers, brokers, and their phone numbers

_____ Phone _____

_____ Phone _____

_____ Phone _____

_____ Phone _____

_____ Phone _____

_____ Phone _____



Notes



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