

GUIDELINE FOR HACCP PLAN IN A KITCHEN

HACCP, which stands for Hazardous Analysis Critical Control Point, is a system that will enable you to consistently serve safe food by identifying and controlling possible hazards (biological, chemical, or physical) throughout the flow of food. The HACCP system is a process that combines proper foodhandling procedures, monitoring techniques, corrective actions and record keeping to ensure that the food remains safe throughout its entire flow process through the facility. A HACCP Plan is required for certain facilities that, following a preliminary priority assessment, are classified as a **High or Moderate Priority** facility. This guideline is to assist you in providing information for the Priority Assessment and the HACCP Plan.

Information Necessary for a Priority Assessment

1. Provide a copy of the menu or a written description of the foods which will be prepared and served.
2. Specify the types of food service systems you will be utilizing. Place an X next to the system(s) that you will use.

 Cook - Serve
 Cook - Hot Hold - Serve
 Cook - Chill - Reheat - Hot Hold - Serve
 Cold Hold - Serve
 Commercially packaged food only (except for beverages)
 Other. Please describe _____
3. Specify number of meals prepared on an average day _____
4. Specify whether you serve groups of persons who are particularly susceptible to disease, for example, very young, aged, hospitalized, or otherwise compromised.

For a food establishment that the Health Department classifies as a **High or Moderate Priority** facility, the following information must be submitted to comply with the Hazard Analysis requirements.

General Food Preparation Information

1. Describe how you will ensure that all foods received will be from approved sources.
2. Specify whether raw meats, poultry, and seafood will be stored in the same refrigeration units as cooked/ready-to-eat foods. If so, describe how cross-contamination will be prevented..
3. Indicate how each category of frozen potentially hazardous foods will be thawed.
4. Indicate how each category of potentially hazardous foods will be cooled. Methods include: ice baths, shallow pans, reduced volume, rapid chill, etc.
5. List the categories of food that will be prepared more than 12 hours in advance of service.
6. Specify how ingredients for cold ready-to-eat foods will be pre-chilled before mixing or assembly.
7. Specify whether any prepared foods are distributed off-premises.
8. Specify whether any foods are received in reduced oxygen packaging, or are reduced oxygen packaged on-site.

HACCP Plan Information

For the menu items identified by the Health Department as being frequently involved in food-borne illnesses, submit a completed *HACCP Plan Form* or equal. Once approved, this form must be readily available in the food preparation area of each facility. During the process of completing this form, it is necessary to carefully analyze how the foods are prepared. The most important steps in terms of the safety of the foods, known as critical control points, must be identified on the *HACCP Plan Form*. At these points, a potential food hazard is controlled by properly completing an activity. The activity often has a measurable component or limit that can be monitored. Critical Control Points (CCP's) generally include thawing, cooking, chilling, reheating, and hot-holding, but other steps may be included depending on the food. The way in which the CCP's are monitored must be described on the *HACCP Plan Form*. If the activity at the Critical Control Point is not completely properly due to employee error, equipment malfunction, etc., a corrective action is necessary. The corrective action for each CCP must be placed on the *HACCP Plan Form*. Refer to the attached *HACCP Plan Form* for an example.

A HACCP informational sheet has also been provided in this packet. This sheet lists all of the proper cooking temperatures, holding temperatures, and proper methods of thawing, cooling, etc.

HACCP Plan Form (Sample 1)

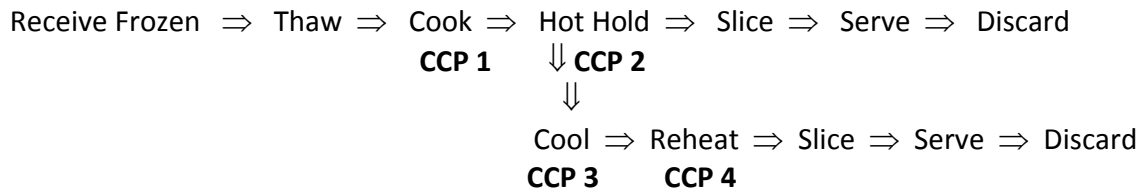
Facility: ABC Restaurant

Preparer: ABC Consultants

Date:

Food Item: Beef Roast / Sliced Beef

Flow diagram or descriptive narrative of the food preparation steps for the food item:



HACCP CHART

Critical Control Points (CCPs)	Monitoring Procedures	Corrective Actions
1. <u>Cook</u> to an internal temperature of 63°C for a minimum of 3 minutes	Check the temperature of the product’s center with a calibrated stem thermometer	Continue to cook
2. <u>Hot Hold</u> at a minimum of 60°C (Maximum of 4 hours)	Check internal temperature of the product every hour	If internal temp. is less than 60°C for more than 1 hour- Discard. If internal temp. is less than 60°C for 1 hr. or less – rapidly reheat to 75°C for 15 seconds.
3. <u>Cool</u> so that internal temp is less than 21°C in 2 hrs., and less than 7°C in an additional 4 hours	Check the internal temperature of the product at one hour intervals	Discard product
4. <u>Reheat</u> to an internal Temperature of 75°C for at least 15 seconds	Check the internal temperature of the product	Discard the product if it fails to reach 75°C within 2 hours

Equipment Utilized at each Critical Control Point (include type and quantity of each unit)

CCP 1: Convection Oven (2)

CCP 2: Heat Lamps (4)

CCP 3: Walk-in Cooler (1)

CCP 4: Convection Oven (2)

HACCP Plan Form (Sample 2)

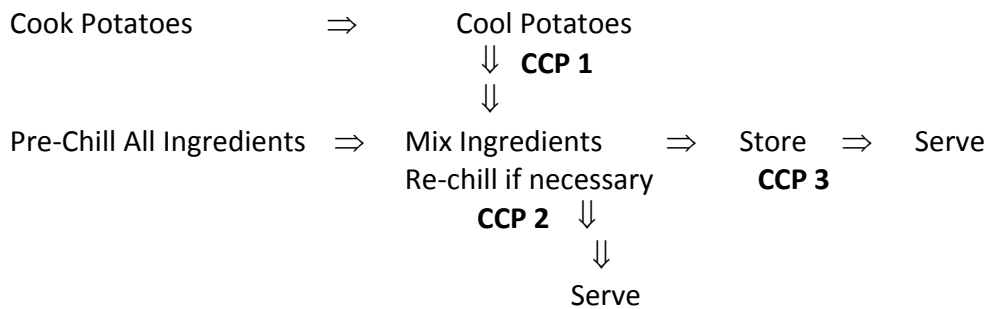
Facility: ABC Restaurant

Preparer: CDE Consultants

Date:

Food Item: Potato Salad

Flow diagram or descriptive narrative of the food preparation steps for the food item:



HACCP CHART

Critical Control Points (CCPs)	Monitoring Procedures	Corrective Actions
1. <u>Cool</u> Potatoes so internal temp is less than 21° in 2 hrs., and less than 7°C in an additional 4 hours	Take the temperature every hour	Discard Product
2. <u>Mix</u> using prechilled ingredients. Use good personal hygiene, and sanitize all utensils. Rapidly re-chill after prep if greater than 7°C	Evaluate procedures, and check the temperature of the food every 39 minutes	Re-chill if temp exceeds 7°C and discard the food if contaminated or if temp exceeds 7°C for more than 4 hours
3. <u>Store</u> food to maintain temp. at 7°C or less	Check food temp every hour while on display. Check indicating thermometer in the refrigerator every 6 hours.	Discard the food if internal temp exceeds 7°C for a cumulative time of 4 hours.

Equipment Utilized at each Critical Control Point (include type and quantity of each unit)

CCP 1: Walk- in refrigerator (1)

CCP 2: Reach-in refrigerator (2)

CCP 3: Salad Bar, Walk-in Refrigerator

HACCP Plan Form

Facility:

Preparer:

Date:

Food Item:

Flow diagram or descriptive narrative of the food preparation steps for the food item:

HACCP CHART

Critical Control Points (CCPs)	Monitoring Procedures	Corrective Actions
1.		
2.		
3.		
4.		

Equipment Utilized at each Critical Control Point (include type and quantity of each unit)

CCP 1:

CCP 2:

CCP 3:

CCP 4:

Flow Charts for Process HACCP

1. No Cook Process

Definition: All menu items in this process category lack a cooking step thus the item does not go through the temperature danger zone (5°C to 63°C). Foods that are in this category include foods that are received cold and served cold or foods that are received at room temperature and served at room temperature.

Example Flow Chart

Receive → Store → Prepare → Hold → Serve

Examples of Food Items (menu items with an “PHF” are potentially hazardous)

- Apple sauce cake (commercially prepared)
- Brownies (commercially prepared)
- Fruit (cut or whole)
- Egg salad sandwich (commercially prepared egg salad mixture) PHF
- Macaroni salad (commercially prepared) PHF
- Milk PHF
- Rice pudding (commercially prepared) PHF
- Tuna salad prepared in-house
- White bread

Critical Control Points for Potentially	Hazard
Cooked and/or ready-to-eat foods above raw foods in the refrigerator. Foods are stored in this order: <ul style="list-style-type: none"> • Prepared or ready-to-eat food (top shelf) • Fish, seafood items, eggs • Whole cuts of raw beef and pork • Ground or processed meats • Raw and ground poultry (bottom shelf) 	Bacteria
Cold-holding at 5°C or colder or using time alone (less than 4 hours).	Bacteria
Date marking ready-to-eat food that is prepared in the operation, refrigerating, and using within seven days from the time of preparation.	<i>Listeria monocytogenes</i>
Cooling potentially hazardous foods from room temperature to 5°C or colder within four hours.	Spore-forming and toxin-forming bacteria
No bare-hand contact of any cooked or ready-to-eat food.	Viruses and bacteria
Critical Control Point for Non-Potentially Hazardous Foods	Hazard
No bare-hand contact of any cooked or ready-to-eat food.	Viruses and bacteria

2. Same Day Service Process

Definition: All menu items in this process category typically pass through the temperature danger zone (5°C to 63°C) only once before serving. Food can be cooked and held until served or cooked and served immediately. Other food items that are included in this category are non-potentially hazardous foods that are reheated, baked, fried, or undergo a heat treatment. Menu items that result in leftovers are not included in this category.

Example Flow Chart

Receive → Store → Prepare → Cook → Hold → Serve

Examples of Food Items (menu items with an “PHF” are potentially hazardous)

- Apple sauce cake (prepared in the operation)
- Brownies (prepared in the operation)
- Baked beans PHF
- Bean burrito (prepared with commercially precooked ground beef or raw ground beef and served the same day) PHF
- Chicken tomato bake (made with commercially precooked chicken or raw chicken prepared and served the same day) PHF
- Orange glazed carrots PHF
- Pizza with cheese topping PHF
- Toasted cheese sandwich PHF

Critical Control Points for Potentially	Hazard
Cooking to recommended temperatures.	Bacteria and parasites
Hot-holding at 63°C or hotter or using time alone (less than 4 hours).	Spore-forming bacteria
No bare-hand contact of any cooked or ready-to-eat food.	Viruses and bacteria
Critical Control Point for Non-Potentially Hazardous Foods	Hazard
No bare-hand contact of any cooked or ready-to-eat food.	Viruses and bacteria

3. Complex Food Preparation Process

Definition: Menu items prepared in advance for next day service or items that are cooked, cooled, and served the same day are defined as a complex food preparation processes. These foods pass through the temperature danger zone (5°C to 63°C) more than one time. Leftovers of foods that are typically prepared using same day service are not assigned to this category.

Example Flow Charts

Receive → Store → Prepare → Cook → Cool → Hold → Serve

Receive → Store → Prepare → Cook → Cool → Reheat → Hold → Serve

Examples of Food Items (menu items with an “PHF” are a potentially hazardous food)

- Bean burrito (made with ground beef cooked and cooled in the operation) PHF
- Beef stew (made one or more days in advance, cooled, and then reheated) PHF
- Egg salad sandwich (prepared fresh from raw eggs) PHF
- Macaroni salad (prepared fresh in the operation) PHF
- Minestrone (made one or more days in advance, cooled, and then reheated) PHF
- Taco salad (made with ground beef that is cooked and cooled in the operation) PHF

Critical Control Points for Potentially	Hazard
Cooking to safe temperatures.	Bacteria and parasites
Cooling to 5°C within four to six hours.	Spore-forming and toxin-forming bacteria
Hot-holding at 63°C or hotter, cold-holding at 5°C or colder, or using time alone (less than four hours).	Bacteria and their toxins
Date marking ready-to-eat food that is prepared in the operation, refrigerating, and using within seven days from the time of preparation.	<i>Listeria monocytogenes</i>
No bare hand contact of any cooked or ready-to-eat food.	Viruses and bacteria
Critical Control Point for Non-Potentially Hazardous Foods	Hazard
No bare-hand contact of any cooked or ready-to-eat food.	Viruses and bacteria