

Hazard Analysis Critical Control Point (HACCP) Plan

For your HACCP Plan to meet all the requirements of §3717-1-03.4(L), all fields and attachments must be completed.

Food Service Operation/Food Establishment Name:		
Food Service Operation/Food Establishment Street Address:		
City	State	Zip Code
Name of Primary Contact	Email Address	Phone

This HACCP Plan shall be filled out and reviewed by Delaware Public Health District prior to starting Reduced Oxygen Process in your facility.

Please refer to section 3717-1-03.4(K) & (L) in the Ohio Uniform Food Safety Code for the requirements for conducting Reduced Oxygen Packaging (ROP).

Note: According to the Ohio Uniform Food Safety Code, placing food in a bag and sealing it immediately prior to or after cooking, cooling, or reheating does not require a HACCP plan as long as:

- The Product is labeled with the time and date the product is placed in the bag; and
- The Product is removed from the bag within 48 hours of the time the product was placed in the bag

Section 1: Type of Reduced Oxygen Packaging (ROP)

A. Please check which method you'll be using to package your foods using reduced oxygen packaging (ROP):

- Cook / Chill** – Cooked food is hot, filled into impermeable bags and sealed or crimped closed. The bagged food is rapidly chilled and refrigerated at temperatures that inhibit the growth of *Clostridium botulinum* and *Listeria monocytogenes* pathogens.
- Sous Vide** – Raw or partially cooked food is vacuum packaged in an impermeable bag, cooked in the bag, rapidly chilled, and refrigerated at temperatures that inhibit the growth of *Clostridium botulinum* and *Listeria monocytogenes* pathogens.
- Vacuum packaging cold foods** (41°F or below) or frozen foods.

B. According to the Ohio Uniform Food Safety Code, if “vacuum packaging cold foods” was checked above, please identify which food standard below will be met in addition to the food being kept below 41°F:

- The food item has an a_w (water activity) of 0.91 or less.
- The food item has a pH of 4.6 or less.
- Is a meat or poultry product cured at a food processing plant regulated by the Ohio Department of Agriculture under Chapter 918 of the Revised Code or USDA using substances specified in 9 C.F.R. 424.21, and is received in an intact package?
- Raw meat, raw poultry, or raw vegetables, which are foods that have a high level of competing organisms in them.
- Fish that is frozen before, during, and after packaging.
- Commercially manufactured cheeses produced in a food processing plant that meets the standards of identity as specified in 21 C.F.R. 133.150, 21 C.F.R. 133.169, or 21 C.F.R. 133.187. No additional ingredients will be added in the food service operation or retail food establishment.
- Other: *If the food item does not meet one of the previously listed standards, it may be unsafe to vacuum package. Please contact your food safety specialist for guidance in this scenario.*

C. Name the menu item(s), ingredients, special processes, and all materials and equipment involved in the processes, for which the HACCP plan is being submitted:

Menu Item	Process	Ingredients	Equipment Used
<i>Example: Beef sirloin</i>	<i>Cook Sous Vide</i>	<i>Beef sirloin, water, pepper, salt</i>	<i>Sous vide bags, circulator, food grade tape</i>
<i>Example: Raw Chicken</i>	<i>Vacuum packaging</i>	<i>Chicken breast</i>	<i>Vacuum packaging machine</i>

D. Please list the equipment, including make and model numbers for all equipment used in the ROP/Cook-Chill/Sous Vide Process:

Equipment Description	Manufacturer	Model Number
<i>Example: Immersion Circulator</i>	<i>Sammic</i>	<i>1180002</i>

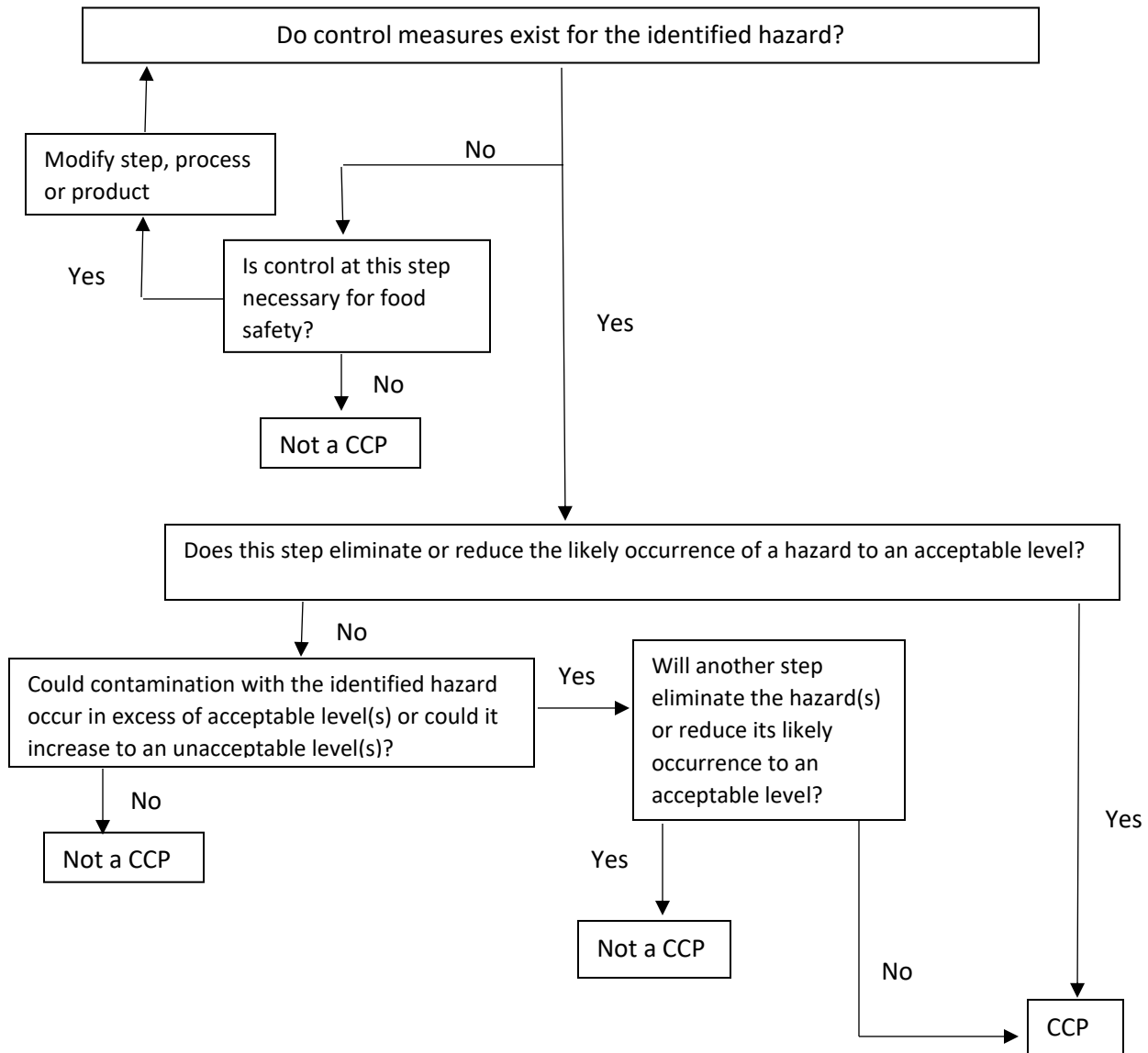
Section 2: Identifying Critical Control Points (CCPs)

According to the Ohio Uniform Food Safety Code, a CCP is defined as “a point or procedure in a specific food system where loss of control may result in an unacceptable health risk”. The critical control points are usually the big processes like Cooking, Cooling, and Holding of food.

If all three questions below are answered with a “Yes,” then the step would be defined as a CCP Step:

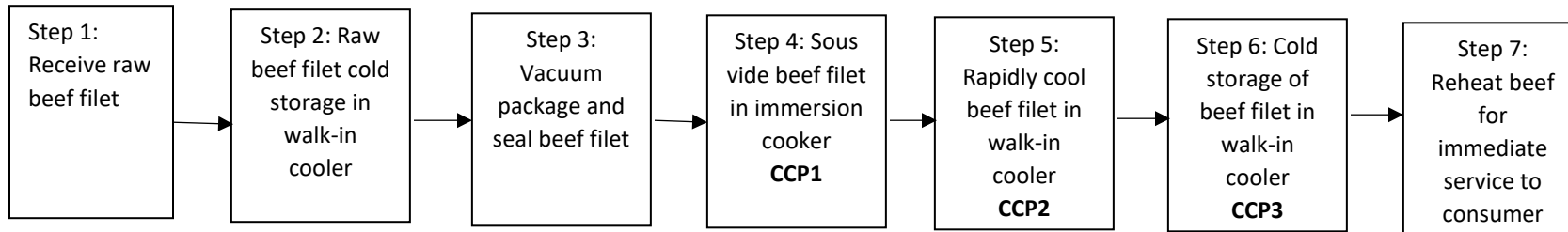
- Are the identified hazards likely to occur?
- Are there preventative measures for each hazard?
- Is this the last point in which control measures can be applied to prevent, reduce, or eliminate hazards?

Please utilize the flowchart below to determine the appropriate CCP steps for each food product that will undergo Cook-Chill, Sous Vide, or ROP.

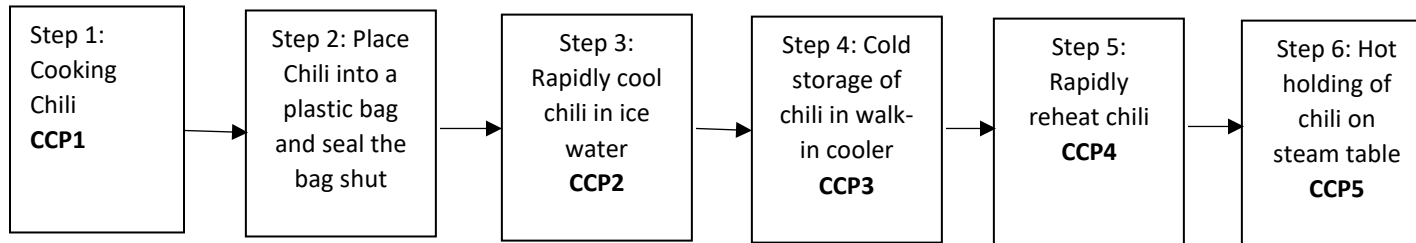


A. **Insert or attach flow charts by menu item or specific food / category type identifying Critical Control Points (CCPs.)** Start the flow chart from when the food is received into your facility and end when food is served to the consumer.

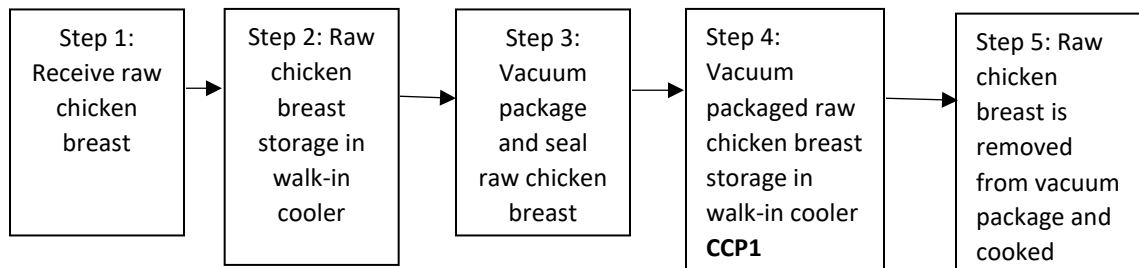
Example: Sous Vide Flowchart



Example: Cook-Chill Flowchart



Example: ROP Flowchart



Your Facility's CCP Flow Chart(s):

A large, empty rectangular box with a thin black border, intended for the user to draw their facility's CCP flow chart(s). The box occupies most of the page's width and height.

Section 3: Creating the Hazard Plan Summary and Hazard Analysis Workflow

Hazard Analysis – List all CCPs and the corresponding Hazards, Critical Limits, Monitoring Procedures, Corrective Actions, Record Keeping and Verification Procedures. Please use additional charts if necessary

- **Hazards:** a significant hazard that can cause harm and that is reasonably likely to occur if not controlled.
- **Critical Limit (CL):** A maximum or minimum value to which a biological hazard must be controlled to prevent, eliminate, or reduce (to an acceptable level) the occurrence of the identified food safety hazard.
- **Monitoring Procedures:** The method and frequency for monitoring and controlling each CCP by the employee designated by the Person-In-Charge.
- **Corrective Actions:** Action to be taken by the Person-In-Charge if the Critical Limits are not met.
- **Record Keeping:** Records to be maintained by the Person-In-Charge to demonstrate that the HACCP plan is properly operated and managed.
- **Verification:** The method and frequency for the Person-In-Charge to routinely verify that the food employee is following standard operation procedures and maintaining CCPs.
- **Records:** **ALL RECORDS MUST BE KEPT FOR A MINIMUM OF SIX (6) MONTHS AND MADE AVAILABLE TO THE LICENSOR PER OAC§3717-1-03.4(K)(4)(c)**

Example Hazard Plan Summary Form:

Facility Name: CPH Kitchen			Product Description: Sous Vide or Cook/Chill Beef Filet						
(1) Critical Control Point (CCP)	(2) Significant Hazard(s)	(3) Critical Limits	(4) Monitoring				(5) Corrective Action(s)	(6) Verification	(7) Records
			A What	B How	C Frequency	D Who			
<i>Cooking</i>	<i>Pathogens</i>	<i>Cook Product to 165°F</i>	<i>Internal Product temp.</i>	<i>Metal Probe Thermometer</i>	<i>Each Filet</i>	<i>Manager or Designee</i>	<i>Continue Cooking until Critical Limit is Reached</i>	<i>Daily Calibration of thermometer</i>	<i>Cooking logs and thermometer calibration logs</i>
<i>Cooling</i>	<i>Pathogens</i>	<i>Cooled to 41°F within 6 hours</i>	<i>Temperature and time</i>	<i>Metal Probe Thermometer</i>	<i>Each Filet</i>	<i>Manager or Designee</i>	<i>If product is found to be out of compliance for cooling, it will be destroyed</i>	<i>Daily Calibration of thermometer</i>	<i>Cooling Log, thermometer calibration log, product destruction log.</i>

Your Facility's Hazard Plan Summary:

Facility Name:				Product Description:					
(1) Critical Control Point (CCP)	(2) Significant Hazard(s)	(3) Critical Limits	(4) Monitoring				(5) Corrective Action(s)	(6) Verification	(7) Records
			A What	B How	C Frequency	D Who			

Section 4: Sous Vide or Cook/Chill Cooking and Cooling Information

Sous Vide or Cook/Chill (If you are not performing these activities, proceed to the next step)

A. Describe how all sous vide or cook/chill foods are cooked, to what specific temperatures, and for how long:

- Food items must be placed in a package with an oxygen barrier and sealed before cooking, or placed in a package and sealed immediately after cooking and BEFORE reaching a temperature below 135°F.
- All parts of the food item must meet the specific cooking temperature for the specified amount of time.

B. After food is cooked then rapidly cooled in the bag/package from 135°F to 70°F in 2 hours then from 70°F to 41°F in an additional 4 hours, choose your final cooling and cold storage:

- Cooled to 34°F within 48 hours of reaching 41°F and held at that temperature until consumed or discarded within 30 days after the date of packaging
- Held at 41°F or less for no more than 7 days, at which time the food must be consumed or discarded
- Held frozen with no shelf life restriction while frozen until consumed or used

C. Describe how you will comply with the following cold holding requirements:

- Food must be held in a refrigeration unit that is equipped with an electronic system that continuously monitors time and temperature and is visually examined for proper operation twice daily

Section 5: Labels

Packages must be labeled on the principal display panel with a “use-by” date that does not exceed 30 days from the day of packaging OR the original manufacturer’s “sell-by” or “use-by” date, whichever occurs first. However, remember if you are doing Sous Vide or Cook/Chill and holding the food at 41°F then it only has a 7-day shelf life.

- a. All labels must include product name, packaged date, and use-by date
- b. You must submit a sample label for EACH product that you will be cooking using Sous Vide or Cook/Chill

If products are not labeled properly, they are subject to destruction!

Draw picture of labels below or attach samples of labels to packet:

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Section 6: Operation Procedures

According to OAC §3717-1-03.4(K)(e), all HACCP Plans must include operation procedures. Using the space provided or attach additional pages, describe how you will comply with the following provisions:

A. Prohibit bare hand contact with ready-to-eat foods

B. Identify a designated work area and the method by which physical methods of separation of raw foods and ready-to-eat foods will occur; and how access to the processing equipment will be limited to responsible trained employees familiar with the potential hazards of the operation.

C. Describe in detail the cleaning and sanitizing procedures for all food contact surfaces used in these procedures

Section 7: Training Protocols

According to OAC §3717-1-03.4(K)(f), the facility must have a training program that ensures individuals responsible for the Reduced Oxygen process understand the following:

- The concepts required for safe operation;
- Equipment and facilities;
- Procedures specified in Section 6 of this guide (OAC §3717-1-03.4(K)(e)); and
- Must specify how the person in charge will verify that food employees are following the standard operating protocols and that they are adequately monitoring all critical control points.

Attach a training plan that specifically addresses all of the areas outlined above.

For DPHD Office Use Only

Primary Reviewer	Date Reviewed
Secondary Reviewer	Date Reviewed