

GOVERNMENT OF THE DISTRICT OF COLUMBIA  
DEPARTMENT OF HEALTH  
HEALTH REGULATION AND LICENSING ADMINISTRATION

## **HACCP GUIDANCE DOCUMENT**

**Hazard Analysis Critical Control Point (HACCP) plan** is a written document that delineates the formal procedures for following the Hazard Analysis Critical Control Point principles developed by the National Advisory Committee on Microbiological Criteria for Foods.

### **ACTIVITIES THAT REQUIRE A HACCP PLAN:**

- A variance is being sought to serve raw or partially cooked foods
- A variance is required for specialized processing
- A variance is required for operating and maintaining molluscan shellfish tanks
- A variance is required for reduced oxygen packaging
- The Department determines that a food preparation or processing method requires a variance based on a plan submitted, an inspectional finding or a variance request

### **CONTENTS OF A HACCP PLAN:**

- A categorization of the types of potentially hazardous foods that are specified in the menu
- A flow diagram by specific food or category type identifying control points and providing information on the following;
  - Ingredients, materials and equipment used in the preparation of that food
  - Formulations or recipes that delineate methods and procedural control measures that address the food safety concerns involved
- A food employee and supervisory training plan that addresses food safety concerns involved
- A statement of standard operating procedures for the plan under consideration, including clearly identifying;
  - Each critical control point (CCP)
  - The critical limits (CLs) for each CCP
  - The method and frequency for monitoring and controlling each CCP by the food employee designated by the person in charge (PIC)
  - The method and frequency for the pic to routinely verify that the food employee is following standard operating procedures and monitoring CCPs
  - Actions to be taken by the person in charge if the CLs for each CCP is not met
  - Records to be maintained by the person in charge to demonstrate that the HACCP plan is properly operated and managed
- Additional scientific data or other information, as required by the Department, supporting the determination that food safety is not compromised by the proposal

### **SUBMISSION OF HACCP PLAN:**

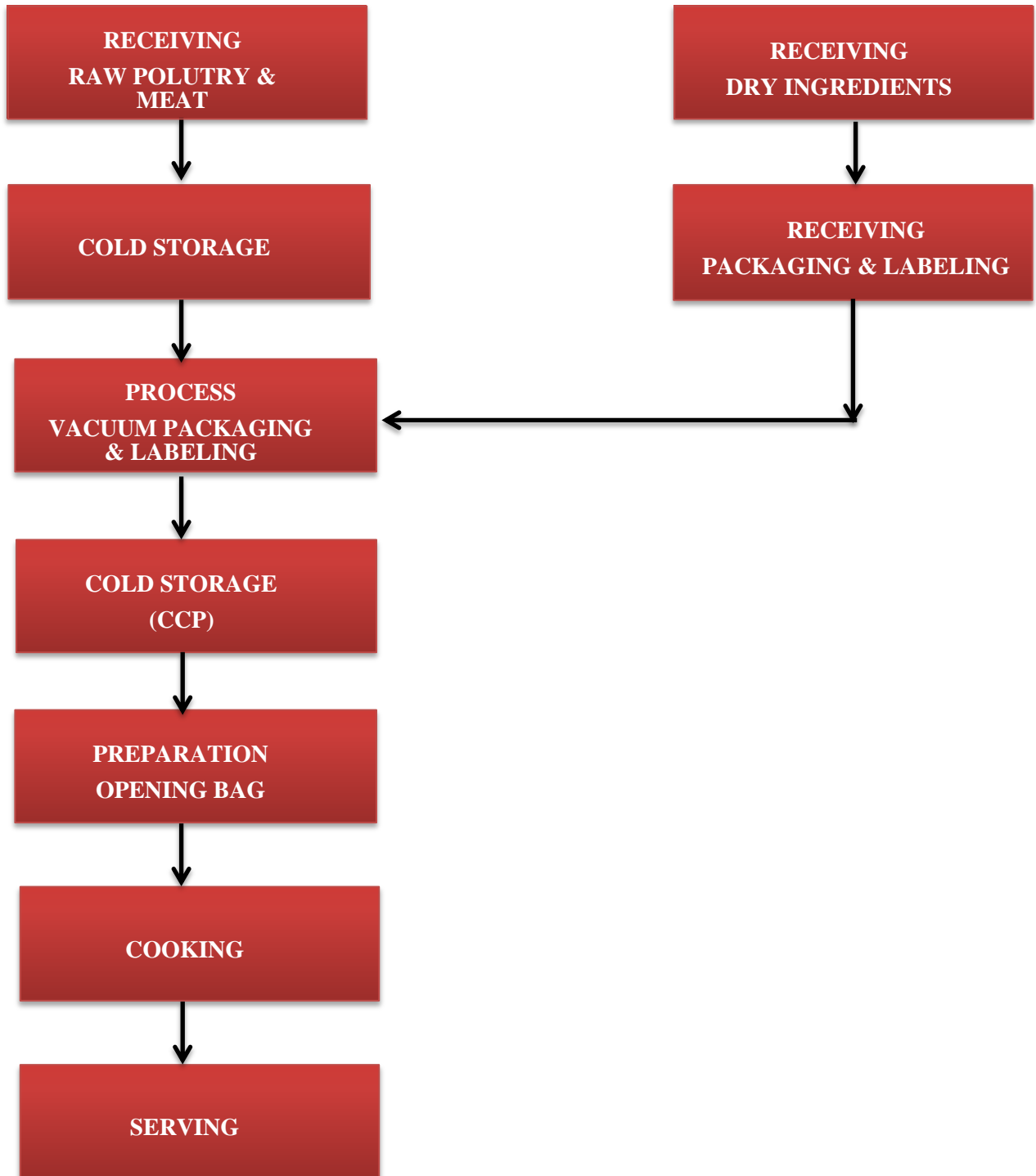
- A license applicant or licensee shall submit at the time of application a HACCP plan
  - Email: [haccp.plans@dc.gov](mailto:haccp.plans@dc.gov); or
  - Hand deliver: 899 North Capitol Street, NE, Processing Center, Washington, DC 20002
- A license applicant or licensee shall submit a review fee of \$125.00
  - Mail- Attn: Reviews, P.O. Box 37489, Washington, DC 20013; or
  - Hand deliver: 899 North Capitol Street, NE, Processing Center, Washington, DC 20002

**Incomplete submission (including non-payment of review fee), may result in failure to process HACCP plan**

*If you have questions, please contact Victoria Grover at 202-535-2339 or [haccp.plans@dc.gov](mailto:haccp.plans@dc.gov).*

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**SAMPLE (ROP) FLOW DIAGRAM**



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**SAMPLE HAZARD ANALYSIS WORKSHEET**

CCP	Hazards	Critical Limits	Monitoring	Corrective Action	Verification	Records
Cold Storage	Biological: Salmonella, E. coli 0157:H7, Campylobacter jejune, Clostridium Botulinum, etc.	41°F or below for 14 calendar days	<p><b>What:</b> Temperature and labeling of ROP foods</p> <p><b>Who:</b> Trained Employee</p> <p><b>How:</b> Thermocouple and, visually observing thermometers inside of refrigeration units</p> <p><b>Frequency:</b> Twice a day</p>	Identify & eliminate cause of deviation  Discard	Temperature and Date/Labeling Logs will be reviewed weekly by manager on duty	Thermometer Calibration Logs  Temperature Logs  Date/Labeling Logs