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; 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.

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# SAMPLE HAZARD ANALYSIS WORKSHEET

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

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