

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:

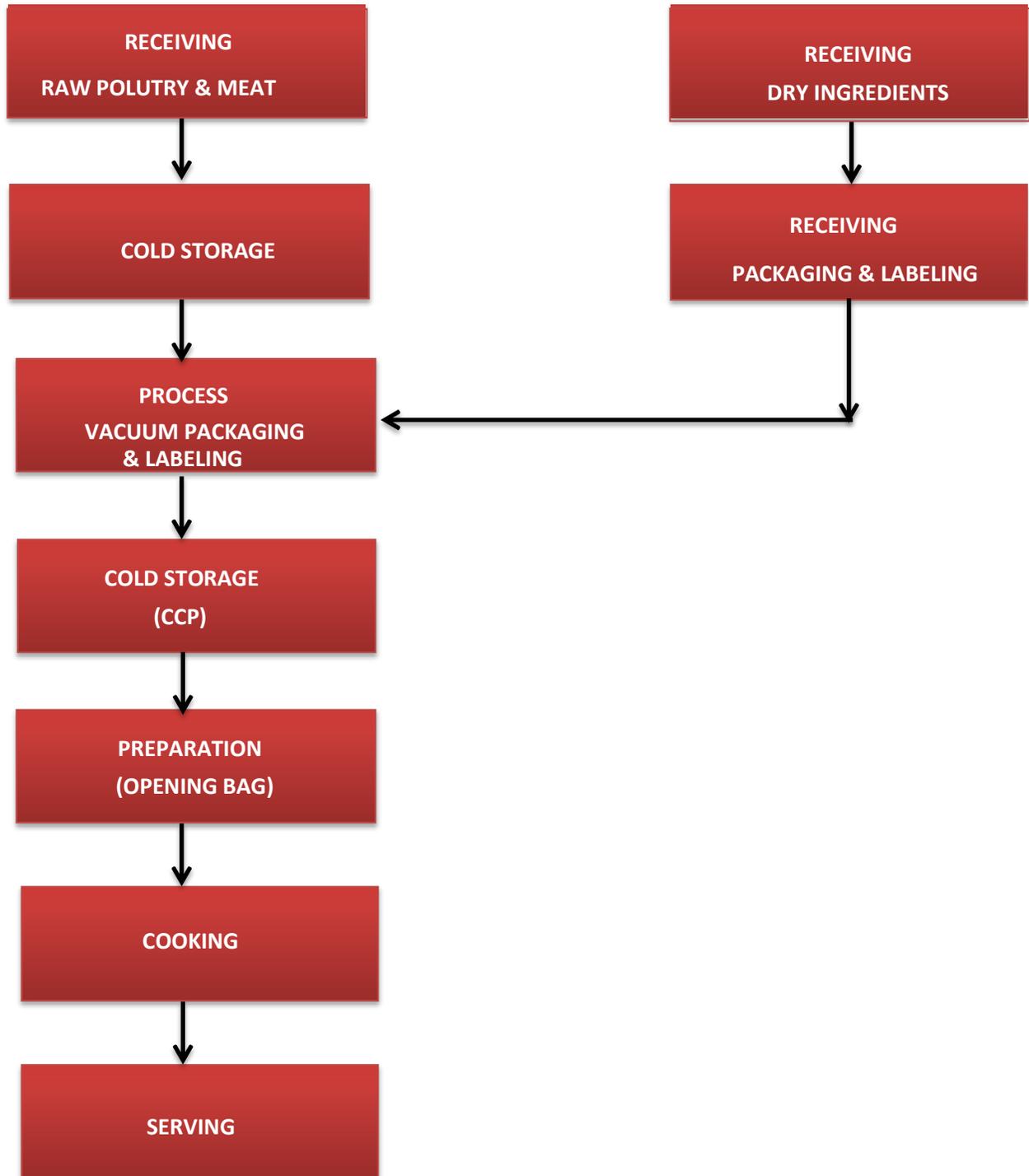
- A categorization of the types of potentially hazardous foods that are specified in the menu
- A flow diagram by specific food or category type identifying control points and providing information on the following;
 - Ingredients, materials and equipment used in the preparation of that food
 - Formulations 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 employees 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:

- To submit an application, please visit the Office of Food, Drug, Radiation and Community Hygiene Portal: <https://dchealth.force.com/Application/s/login/?startURL=%2FApplication%2Fs%2F%3Ft%3D1646242785542>

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

SAMPLE (ROP) FLOW DIAGRAM



SAMPLE HAZARD ANALYSIS WORKSHEET

CCP	Hazards	Critical Limits	Monitoring	Corrective Action	Verification	Records
Cold Storage	Biological: Salmonella, E. coli O157:H7, Campylobacter jejune, Clostridium Botulinum, etc.	41°F or below for 14 calendar days	<p>What: Temperature and labeling of ROP foods</p> <p>Who: Trained Employee</p> <p>How: Thermocouple and, visually observing thermometers inside of refrigeration units</p> <p>Frequency: Twice a day</p>	<p>Identify & eliminate cause of deviation</p> <p>Discard</p>	<p>Temperature and Date/Labeling Logs will be reviewed weekly by manager on duty</p>	<p>Thermometer Calibration Logs</p> <p>Temperature Logs</p> <p>Date/Labeling Logs</p>