HAZARD ANALYSIS AND CRITICAL CONTROL POINT (HACCP)

- HACCP is a food safety plan that conforms to the principles and guidance issued by the U.S. Department of Agriculture.
- All SFAs must have a fully implemented HACCP plan.
- HACCP is a systematic approach to construct a food safety program designed to reduce the risk of foodborne hazards by focusing on each step of the food preparation process.
- The SFA’s overall food safety program must include a written plan tailored to its own specific program.
- All HACCP plans must include three main points: sanitation, temperature control, and Standard Operating Procedures (SOPs).
HACCP plans should include Standard Operating Procedures (SOPs), Basic Facility Sanitation, and Temperature Control.

- HACCP plans should include Standard Operating Procedures (SOPs), Basic Facility Sanitation, and Temperature Control.

- Standard Operating Procedures are instructions for procedures involved in the daily functions of the food service program.

- Standard Operating Procedures contents may include purpose, monitoring procedures, instructions, corrective actions, and verification procedures.
There are two types of hazards:

1. Ones specific to the preparation of the food, such as improper cooking for the specific type of food (beef, chicken, eggs, etc.)
2. Nonspecific ones that affect all foods, such as poor personal hygiene.

• **Specific hazards** are controlled by identifying Critical Control Points (CCPs) and implement measures to control the occurrence or introduction of those hazards.

• **Nonspecific hazards** are controlled by developing and implementing Standard Operating Procedures.
DEVELOPING A FOOD SAFETY PROGRAM

• HACCP
• Process Approach
• Standard Operating Procedures and Logs

Food Safety Resources | Food and Nutrition Service (usda.gov)
Hazard Analysis Critical Control Points

1. Conduct a hazard analysis.
2. Determine critical control points (CCPs).
3. Establish critical limits.
4. Establish monitoring systems.
5. Identify corrective actions.
7. Review and verify your overall food safety program periodically.
STANDARD OPERATING PROCEDURES (SOP)

Contents may include:

• Purpose
• Temperature control points
• Instructions
• Monitoring procedures
• Corrective actions
• Suggested record keeping documents
• Verification procedures
Washing Fruits and Vegetables
(Sample SOP)

**Purpose:** To prevent or reduce risk of foodborne illness or injury by contaminated fruits and vegetables.

**Scope:** This procedure applies to foodservice employees who prepare or serve food.

**Keywords:** Fruits, Vegetables, Cross-Contamination, Washing

**Instructions:**
1. Train foodservice employees who prepare or serve food on how to properly wash and store fresh fruits and vegetables.
2. Wash hands using the proper procedure.
3. Wash, rinse, sanitize, and air-dry all food-contact surfaces, equipment, and utensils that will be in contact with produce, such as cutting boards, knives, and sinks.
4. Follow manufacturer’s instructions for proper use of chemicals.
Washing Fruits and Vegetables
(Sample SOP)

5. Wash all raw fruits and vegetables thoroughly before combining with other ingredients, including:
   • Unpeeled fresh fruit and vegetables that are served whole or cut into pieces.
   • Fruits and vegetables that are peeled and cut to use in cooking or served ready-to-eat.

6. Wash fresh produce vigorously under cold running water or by using chemicals that comply with the 2001 FDA Food Code. Packaged fruits and vegetables labeled as being previously washed and ready-to-eat are not required to be washed.

7. Scrub the surface of firm fruits or vegetables such as apples or potatoes using a clean and sanitized brush designated for this purpose.

8. Remove any damaged or bruised areas.
Washing Fruits and Vegetables
(Sample SOP)

9. Label, date, and refrigerate fresh-cut items.
10. Serve cut melons within 7 days if held at 41 °F or below (see SOP for Date Marking, Ready-to-Eat, Potentially Hazardous Food).
11. Do not serve raw seed sprouts to highly susceptible populations such as preschool-age children.
12. Follow State and local public health requirements.

Monitoring:
Foodservice manager will visually monitor that fruits and vegetables are being properly washed, labeled, and dated during all hours of operation. In addition, foodservice employees will check daily the quality of fruits and vegetables in cold storage.
Washing Fruits and Vegetables  
(Sample SOP)

Corrective Action:
Unwashed fruits and vegetables will be removed from service and washed immediately before being served. Unlabeled fresh cut items will be labeled and dated. Discard cut melons held after 7 days.

Verification and Record Keeping:
Foodservice manager will complete the Food Safety Checklist daily to indicate that monitoring is being conducted as specified in this procedure.

Date Implemented: By:  
Date Reviewed: By:  
Date Revised: By:
EMPLOYEE HEALTH AND GOOD PERSONAL HYGIENE PRACTICES

- Importance of good personal hygiene practices
- Symptoms and illnesses that must be reported to a supervisor
- How and when to properly wash hands
- Preventing bare hand contact with ready-to-eat foods.
PREVENTING FOODBORNE ILLNESS

REPORT:
• Diarrhea
• Vomiting
• Sore throat with fever
• Jaundice (yellowing of skin and eyes)
• Diagnosed foodborne illness
• Wounds on the hands or arms
• Exposure to foodborne illness
IT ALL BEGINS WITH HYGIENE
Video:

Wash Your Hands
WASHING HANDS
PREVENTING BARE HAND CONTACT
TIME AND TEMPERATURE ABUSE

Occurs when:

• Food **sits at** an **unsafe temperatures** for a **long time**.

• Food is **not cooked** to a **safe internal temperature**.

Harmful bacteria grow and reproduce rapidly with the **temperature danger zone**.

**TEMPERATURE DANGER ZONE**

41˚ F to 135˚ F
• Temperature danger zone – why it is important to food safety.
• Time and temperature control safety (TCS) For foods
• Why use thermometers?
• How, when, and why to calibrate a thermometer.
• Important food temperatures to monitor throughout the foodservice process.
TCS food means time/temperature control for the safety of food.
Video: Using Thermometers
THERMOMETER CALIBRATION

Ice-Water Method

Ice Water
(32 °F, 0 °C)

2 in. (5 cm)
Minimum

Boiling-Water Method

Boiling Water
(212 °F, 100 °C)

2 in. (5 cm)
Minimum
HOLDING AND SERVING

Keep HOT FOODS at 135 °F or above.

Keep COLD FOODS at 41 °F or below.
Video: Cooling Food

https://vimeo.com/118174592
REHEATING

• 165 °F
• 15 SECONDS
• 2 HOURS

165 °F for 15 seconds, within 2 hours
AVOIDING CONTAMINATION OF FOOD

- Three types of food contamination
- Methods for preventing food contamination
- How proper cleaning, rinsing, and sanitizing can prevent food contamination.
FOOD-TO-FOOD CROSS CONTAMINATION
EQUIPMENT or CONTACT
SURFACE-TO-FOOD CROSS CONTAMINATION

Method

Prevention
CROSS CONTACT

Method

Prevention
THE PROCESS APPROACH
## SAMPLE: Food Safety Program (Continued)

**PROCESS CHART – PROCESS 3**

**Process 3-COOK, COOL, REHEAT, SERVE**

Limit Time in the Danger Zone (41 °F – 135 °F)

<table>
<thead>
<tr>
<th>Menu Item</th>
<th>Recipe #</th>
<th>Cooking Temps.</th>
<th>Cooling Temps.</th>
<th>Reheating Temps.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bean Soup</td>
<td>H-08</td>
<td>At or above 165 °F for at least 15 seconds.</td>
<td>Cool to 70°F in 2 hrs or less &amp; then 41 °F in 4 hrs or less</td>
<td>At or above 165°F for at least 15 seconds</td>
</tr>
<tr>
<td>Potato Salad</td>
<td>E-12</td>
<td>Cook potatoes</td>
<td>Cool to 70°F in 2 hrs or less &amp; then to 41 °F in 4 hrs or less</td>
<td></td>
</tr>
</tbody>
</table>
SFAs must identify and document the critical control points (CCP) in each food process approach.
# Hot and Cold Holding Temperature Log

**Instructions:** A designated school nutrition employee will record the food item, date, time, temperature, corrective action, and initials on this log. The school nutrition manager will verify that school nutrition employees have taken the required temperatures by visually monitoring food employees during the shift and reviewing, initialing, and dating this log daily. Maintain this log for a minimum of 1 year.

<table>
<thead>
<tr>
<th>Food Item</th>
<th>Date</th>
<th>Time/ Holding Temp</th>
<th>Time/ Holding Temp</th>
<th>Time/ Holding Temp</th>
<th>Corrective Action</th>
<th>Food Worker Initials</th>
<th>Manager Initials/ Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
HACCP TRAINING

• HACCP TRAINING IS REQUIRED BY ALL CNP EMPLOYEES AND MUST TO COMPLETED EACH YEAR.

• HACCP PLANS ARE NOT SET IN STONE AND MAY BE CHANGED THROUGHOUT THE YEAR. IF THE CURRENT HACCP HAS BEEN CHANGED, PLEASE DISTRIBUTE THE NEW HACCP PLAN TO ALL FACILITIES OR SCHOOLS.

• IT IS CRITICAL TO COMPLETE A FOOD SAFETY CHECKLIST AND MONITOR EACH FACILITY FOR VERIFICATION OF COMPLIANCE.

• DOCUMENTATION LOGS ASSIST IN RECORD KEEPING AND VERIFICATION OF COMPLIANCE.

• HACCP FOOD SAFETY PLANS ARE REQUIRED AT EACH SCHOOL OR FACILITY LOCATION IN YOUR DISTRICT
USDA Non-Discrimination Statement

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation*), disability, age, or reprisal or retaliation for prior civil rights activity. Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA’s TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: USDA Program Discrimination Complaint Form from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant’s name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.

*This language was added pursuant to the May 5, 2022, USDA memorandum. However, the inclusion and applicability of this language is currently under challenge in the matter of The State of Tennessee, et al. v. USDA, et al., Case No. 3:22-cv-00257, and may be subject to change.