LakeCounty
Health Department and
Community Health Center

Hazard Analysis of Critical Control Points (HACCP)

Guidelines & Application

500 W. Winchester Road, Suite 102
Libertyville, IL 60048-1331
(847) 377-7786

This HACCP manual is to aid in the development and implementation of a HACCP procedure. All HACCP plans should be individualized to suit the needs of the facility. This manual includes sample standard operating procedures (SOPs), prerequisite program questions, flow chart templates, and applications required for conducting the special processes listed below.

Index

Introduction 4-8
- What is HACCP?
- Definitions & Terminology

Ch 1: Types of Special Processes 9-12
- Reduced Oxygen Packaging
- Sous Vide
- Smoking for Preservation & Curing
- Acidification for Sushi Rice

Ch 2: Standard Operating Procedure (SOPs) Samples 13-33
- Cleaning and Sanitizing Food Contact Surfaces
- Cooking Time/Temperature Control for Safety Foods
- Cooling Time/Temperature Control for Safety Foods
- Date Marking
- Serving Food to Customers with Food Allergies
- Personal Hygiene
- Handwashing
- Cleaning up Vomit/Diarrheal Incidents

Ch 3: Monitoring Logs 34-38
- Sous Vide Log
- Cooling Log
- Cooked Food Temperatures Log
- Cooler/Freezer Log
- Sushi pH Log

Ch 4: Prerequisite Programs & Questions to Considering during a Hazard Analysis..... 39-42

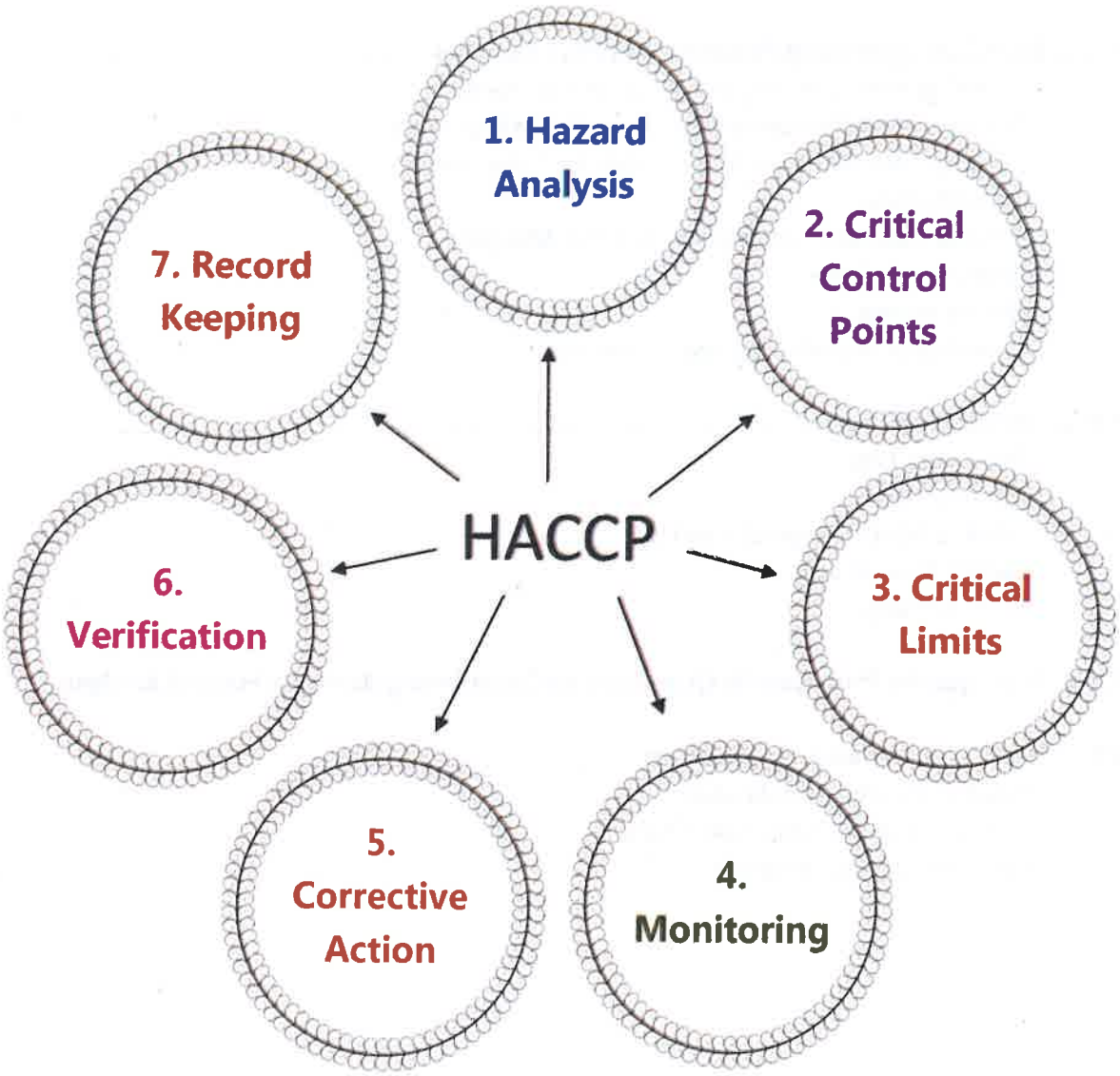
Ch 5: HACCP & Variance Applications 43-47
- HACCP/Variance Application
- Critical Control Points Flow Chart
- Hazard Analysis Template

Introduction

What is HACCP?

The hazard analysis of critical control points (HACCP) is a management system in which food safety is addressed through the analysis & control of hazards. For successful implementation of a HACCP plan, management must be strongly committed to this process to ensure the safety of all food operations. Food safety systems based on the HACCP principles have been applied in food processing plants, retail food stores, and food service operations.

The seven principles include:



1. Perform a Hazard Analysis

The hazard analysis is the foundation of the food safety system. A thorough hazard analysis is the key to preparing an effective HACCP plan. Food establishments must conduct hazard analyses for each special process. See page 40 for a list of questions to consider when conducting your own hazard analysis.

During the hazard analysis, you must consider all three types of hazards – *biological, chemical,* and *physical* – at each step in the production process. Once you have identified potential hazards, these hazards are evaluated to determine if each one is reasonably likely to occur or not. If you determine the hazard is reasonably likely to occur, a preventive measure must be identified to address the hazard. If you determine the hazard is not reasonably likely to occur, you must provide justification for this decision.

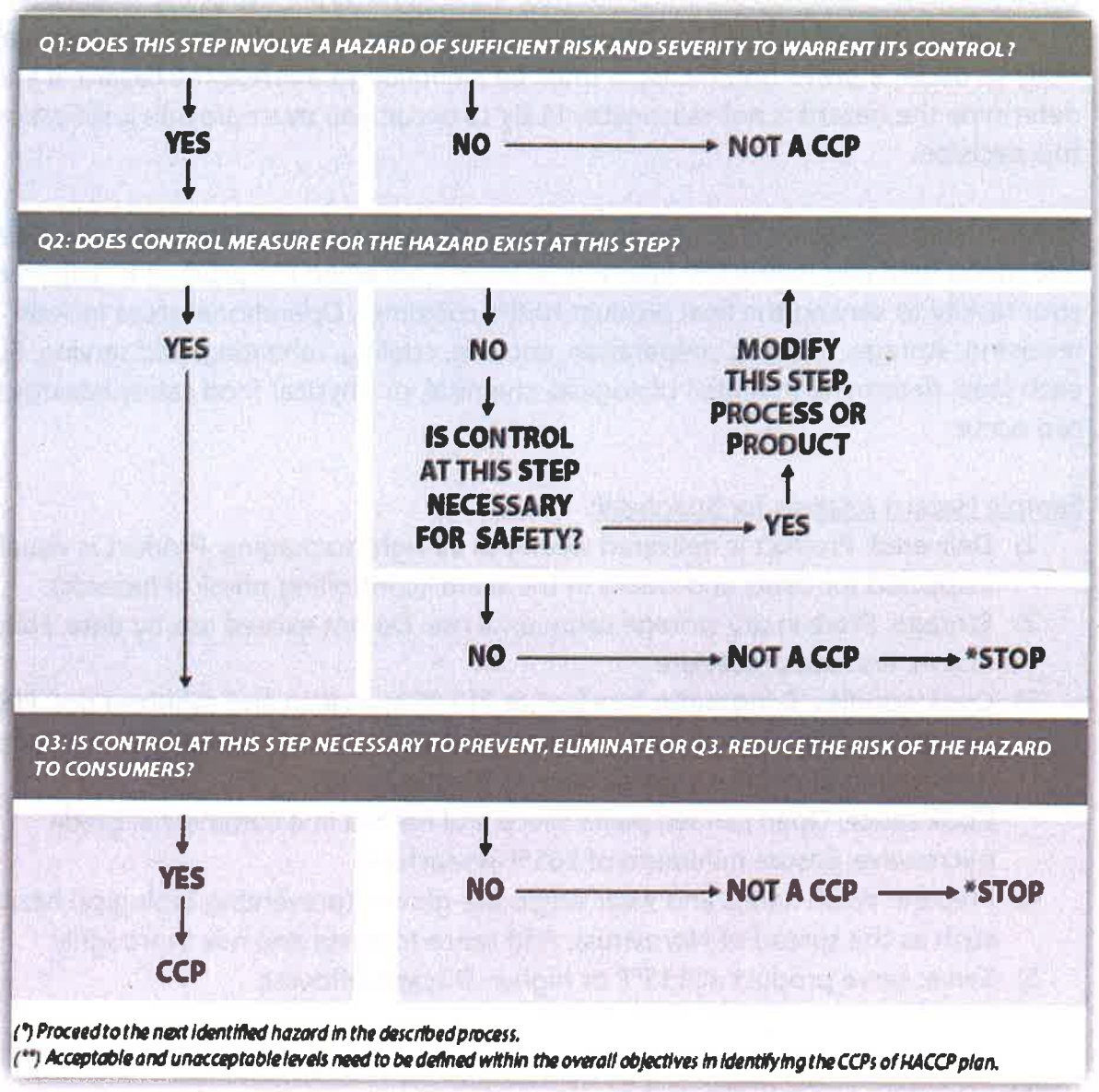
The first step in beginning your hazard analysis is to review your facility's menu. Select one menu item and review the operational steps from when the product is delivered to your facility to serving the final product to the customer. Operational steps include receiving, storage, thawing, preparation, cooking, cooling, reheating, and serving. For each step, determine potential biological, chemical, or physical food safety hazards that can occur.

Sample Hazard Analysis for Spaghetti:

1) Delivered: Product is delivered weekly in air tight packaging. Product is visually inspected for dents and cracks in the seam. (controlling physical hazards).
2) Storage: Store in dry storage room until use. Do not exceed use by date. Follow first in, first out procedure.
3) Cook noodles: Bring water to a boil at 212 °F in a clean and sanitized pot. Place pasta in boiling water for 15 minutes. Ensure a minimum of 165°F is met for pasta. (preventing biological hazards such as Bacillus cereus).
   Cook sauce: Open canned pasta sauce and heated in a commercial grade microwave. Ensure minimum of 165°F is reached.
4) Prepare: Wash hands and wear single use gloves. (preventing biological hazards such as the spread of Norovirus). Add sauce to pasta and mix thoroughly.
5) Serve: serve product at 135°F or higher. Discard leftovers.

2. Establish the Critical Control Points (CCPs)

CCPs are any step in the flow of food where a control can be applied and is essential to ensure a food safety hazard is eliminated, prevented or reduced to an acceptable level. Generally, there are only a few CCPs in each food preparation process. Example, cooking beef would be the CCP when making a hamburger.



FDA's Critical Control Point Decision Tree

3. Determine the Critical Limits

Each CCP must have boundaries that define safety. Critical limits are the parameters that must be achieved to control a food safety hazard. For example, when cooking fish, the 2017 FDA Food Code sets the critical limit at 145 °F for 15 seconds. When critical limits are not met, the food may not be safe. Critical limits are measurable and observable.

4. Establish Procedures to Monitor CCPs

Once CCPs and critical limits have been determined, someone needs to keep track of them as the food flows through the kitchen. Monitoring involves making direct observations or measurements to see that the critical limits are being met.

5. Establish Corrective Actions

While monitoring CCPs, occasionally the process will fail to meet the critical limits. This step establishes a plan how to handle those situations. The manager decides what actions need to be taken, communicates that to the employees, then must ensure it's done to correct the issue. This approach is the heart of HACCP. Problems will arise, but there must be policies in place to correct the mistake before it causes an illness or injury.

6. Establish Verification Procedures

This principle is about making sure the system is scientifically sound to effectively control the hazards. In addition, this step ensures the system is operating according to the plan. Managers must make observations of employees' monitoring practices, equipment or thermometer calibration, record keeping and corrective action steps. All these activities are to ensure the HACCP plan is addressing the food safety concerns and, if not, seeing where it needs to be modified or improved.

7. Establish a Record Keeping System

There are certain written records needed to verify the system is working. These records will normally involve the HACCP plan itself and any monitoring, corrective action, or calibration records produced in the operation. Records maintained in a HACCP system serve to document that an ongoing, effective system is in place.

Definitions & Terminology

Active Managerial Control: Management's incorporation of specific actions or procedures to control foodborne illness risk factors. It embodies a preventive rather than reactive approach to food safety and requires a continuous system of monitoring and verification.

Control Measures: Procedures and practices implemented in the facility to ensure food safety. Examples include establishing an employee illness policy, a response to vomit/diarrheal incidents, and a no barehand contact with ready to eat foods policy.

Core Items: Violations that usually relate to general sanitation, operational controls, sanitation standard operating procedures (SSOPs), facilities or structures, equipment design, or general maintenance.

Critical Control Point: Any step in the flow of food where a control can be applied to ensure a food safety hazard is eliminated, prevented or reduced to an acceptable level.

Critical Limits: The parameter that must be achieved to control a food safety hazard. For example, cooking chicken to 165 °F for a minimum of 15 seconds.

Food Safety Hazards: Biological, physical, or chemical properties that may cause food to be unsafe for human consumption.

Biological	Physical Objects	Chemical Compounds
Bacteria & their toxins	Bandages	Natural Plant & Animal Toxins
Parasites	Jewelry/False Nails	Food Additives
Viruses	Fish bones	Cleaning Compounds/Insecticides

Flow of Food: The path food follows from receiving through the service or sale of the final product. The operational steps include receiving, storage, thawing, preparation, cooking, cooling, reheating, and serving.

Foodborne Illness (FBI) Risk Factors: The CDC determined these are the five leading causes of foodborne illness in the United States; poor personal hygiene, improper holding temperatures, inadequate cooking, contaminated equipment, and food from unsafe sources.

Priority Items: Violations with a measurable control of hazards. Such as failing to cook chicken to 165 °F for a minimum of 15 seconds.

Priority Foundation Items: Violations that require policies and procedures to attain control of risk factors that contribute to foodborne illness or injury such as personnel training, infrastructure or necessary equipment, HACCP plans, documentation or record keeping, and labeling.

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Special Processing:

Reduced Oxygen Packaging (ROP)

There are many advantages to reduced oxygen packaging ranging from extended shelf life to cooking a variety of foods. However, low oxygen environments such as those created by reduced oxygen packaging can provide conditions favorable for the growth of anaerobic pathogens, including Botulism and Listeria. Anaerobic refers to organisms that not only survive, but thrive, in the absence of oxygen.

ROP rules pertain to foods that are characterized as TCS (foods requiring Time and Temperature Control for Safety). Depending on the characteristics of the food a or how long the food is packaged, a HACCP plan and/or Variance may or may not be necessary. (See next page).

Here are a few FDA requirements for ROP food special processing:

- Thawed fish/shellfish may not be vacuum packaged. Fish may not be thawed while it is in a sealed ROP bag/container. Fish must be frozen before, during, and after sealing/opening.
- Cheeses must be specified as Pasteurized Processed, semisoft or Hard cheese.
- ROP foods for Cook/Chill and Sous Vide must be prepared and consumed on-site. It may not be distributed or leave the facility packaged.
- Commercial grade equipment i.e. bags, ROP machines, and circulators are still required.
- If cooling is required in your processes, temperature logs must be completed and kept with HACCP information for 6 Months. Options are available to monitor temperatures of foods while sealed in ROP bags.

Reduced Oxygen Packaging:

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Continued

Use the following columns to determine if the ROP processes at your facility requires a HACCP Plan, a County Variance, or both.

No HACCP Plan or Variance Required:

- Non-TCS Foods. i.e. nuts, spices, dry goods.
- The food is sealed for less than 48 Hours. It must be labeled with the date and time it was sealed and the name of the food. It must be held at 41°F and below at all times.

No Variance Required. On-site written HACCP Plan required:

- If food has aW (water activity) of 0.91 or less or,
- The food is 4.6 pH or less or,
- The food has been cured in a processing plant that is inspected by the USDA or,
- The food has a high level of competing organisms i.e. raw meats and vegetables.
- The food must be used or discarded within 30 days of packaging(except the time it was frozen) or by the original manufactures use by date.

Variance Required. On-site written HACCP Plan required:

- Vacuum packaging foods that were cured on-site.
- Sous Vide cooking when food is sealed in package for more than 48 hours
- Sous Vide cooking/reheating times are longer than what is allowed in the food code. (usually 2 hours.)
- Sous Vide cooking when final cooking temperatures are less than what is specified in the food code.
- Refrigerated shelf-life of the packaged food exceeds 30 days.

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Special Processing:

Curing and Smoking for Preservation

Meat, poultry, and even plant foods can be cured by the addition of salt alone or in combination with one or more ingredients such as sodium nitrate, sugar, curing accelerators, and spices. Curing can be used for partial preservation, flavoring, color enhancement or tenderizing. Improper curing can result in food that is unsafe for human consumption. Salts, nitrates, low water activity, and low pH are meant to control bacteria growth. Many bacteria, such as Listeria and Staphylococcus can survive salty, dry, or acidic environments. Botulism, when first discovered, was named "Sausage Poisoning". The anaerobic Environment created in sausage casing is an ideal environment for C. botulinum. Because of certain risks, safe food handling, a HACCP Plan, and Variance are required for this type of processing. Many cured foods are also smoked as a means of preservation.

Smoking by itself is not commonly used to preserve foods. If smoking alone is used to preserve foods, a variance and HACCP plan are required. If the foods are being smoked only for flavor enhancement and not to preserve, then neither a HACCP plan or Variance is necessary.

If you are curing or using smoking as a means to preserve TCS foods, please include the following in your HACCP Plan.

- Documentation of ingredients and amounts, including curing salt products showing nitrate/nitrite concentrations.
- Conformance with Association of Food and Drug Officials (AFDO) meat curing protocols.
- Recipe and process approved by a Process Authority showing that the product meets established protocols
- Proper employee training and documentation of cooking, cooling, and storage practices.

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Special Processing:

Acidification of Sushi Rice

Special care must be taken in preparation of the rice used with sushi to prevent potential bacterial growth while assuring the rice can still be formed into rolls. Remember:

- Bare hand contact should be avoided to prevent cross-contamination of the ready-to eat product.
- Heat during the cooking of rice can activate bacterial spores that can grow and release toxins unless the rice is preserved or refrigerated.
- Refrigerated rice is more difficult to form for sushi. For this reason, sushi rice should be carefully protected during handling without refrigeration.
- Proper acidification of cooked rice with vinegar recipes helps preserve the rice for temporary handling at temperatures above 41°F, but the acid level, measured by pH, should be carefully monitored for each batch.
- It is best to acidify the rice when it is warm to assure better mixing and penetration of the acid solution.
- The production time and final acid level (pH) must be recorded for each batch of sushi rice. Acidified rice has an initial measurable, targeted pH of 4.1 and should be thoroughly mixed to assure the rice does not exceed an equilibrium pH of 4.6. The pH must be measured using a pH meter or pH test strips Record pH levels and maintain records on-site. Properly acidified rice can be maintained without temperature control.

A HACCP plan and variance are required if not using Time as a Public Health Control and rendering sushi rice shelf stable with acidification.

Establishments that prepare sushi rice for immediate consumption may use time as a control **(approval and time logs required)** to hold rice at room temperature during preparation and service.

Once a time/temperature control for safety (TCS) food item is added to the non-TCS acidified rice (e.g. raw salmon), the food item must be held under refrigeration.

Chapter 2: Standard Operating Procedure (SOPs)

Standard operating procedures (SOP) are a detailed set of instructions that regulate the operations in a restaurant to ensure food safety.

SOPs must be customized to suit the needs of your restaurant. Managers should update SOPs depending on menu changes, cooking equipment, new processes done in the kitchen, etc. It's up to managers to ensure new employees are routinely trained and monitored to ensure their SOPs are being followed. The following pages provide sample SOPs which may be adopted and modified for your establishment.

When creating your own SOP, be sure to answer the questions; how is the task going to be accomplished, what is needed, who is responsible, what is the goal, how will it be monitored, who is in charge of verifying the procedure works, how will record keeping be conducted.

Let's look at an SOP for calibrating a metal stem thermometer. You need thermometers to measure the final cooking temperature of a product. The goal is that a new employee will be able to read this SOP and have enough understanding in the process, that they can perform the task alone.

SOP:

1. Employees must use the ice-point method to verify the accuracy of the thermometer. This is known as calibration.
2. Employees must calibrate thermometers
    a. Routinely (at least once per week)
    b. If dropped
    c. If used to measure extreme temperatures, such as food in an oven.
    d. Whenever accuracy is in question
3. To use ice-point method:
    a. Fill 2/3 of a cup with ice and add enough cold water to remove air pockets.
    b. Insert the first two inches of the thermometer (the dimple) into ice bath and allow the temperature to stabilize before reading it.
    c. Temperature measurement should be 32 °F (+/- 2 °F). If temperature does not measure be 32 °F, calibrate thermometer by turning the nut. Be sure the dimple remains in the ice bath while this is being done.

Cleaning and Sanitizing Food Contact Surfaces

PURPOSE: To ensure all surfaces are effectively cleaned and sanitized to prevent the spread of bacteria and viruses.

SCOPE: This procedure applies to all foodservice employees.

INSTRUCTIONS:

1. Train employees on using the procedures in this SOP.
2. Follow manufacturer's instructions regarding the use and maintenance of equipment and use of chemicals for cleaning and sanitizing food contact surfaces.
3. Wash, rinse, and sanitize food contact surfaces of sinks, tables, equipment, utensils, counters, cookware, thermometers, trays, and carts:
   a. Before each use.
   b. Between uses when preparing different types of raw animal foods, such as eggs, fish, meat, and poultry.
   c. Between uses when preparing ready-to-eat foods and raw animal foods, such as eggs, fish, meat, and poultry.
   d. Any time contamination occurs or is suspected.
4. Wash, rinse, and sanitize food contact surfaces of sinks, tables, equipment, utensils, counters, cookware, thermometers, trays, and carts using the following procedure:
   a. Wash surface with detergent solution.
   b. Rinse surface with clean water.
   c. Sanitize surface using either iodine, quaternary ammonium, or bleach at the proper concentration. Ensure concentration is checked using the appropriate test strips.
   d. Allow sanitizer item sufficient time to air dry before use.
5. If a 3-compartment sink is used, setup and use the sink in the following manner:
   a. In the first compartment, wash items with a clean detergent solution at or above 110 °F or at the temperature specified by the detergent manufacturer.
   b. In the second compartment, rinse with clean water.
   c. In the third compartment, sanitizing may occur using chemicals or hot water. The sanitizers iodine, quaternary ammonium, or bleach must measure the acceptable concentration and be at room temperature. If using hot water to sanitize, ensure the temperature is at least 171 °F.

INSTRUCTIONS, Continued:

6. If a dishwashing machine is used:
   a. Check with the dishwasher manufacturer to verify the information on the data plate is correct.
   b. Refer to the data plate for determining wash, rinse, and sanitization (final) rinse temperatures; sanitizing solution concentrations; and water pressures.
   c. Follow manufacturer's instructions for use.
   d. Verify whether the dishwasher uses high or low temperature to sanitize. Either method must be verified with the appropriate test strips.
   e. If using hot water to sanitize, equipment must have a surface temperature of 160°F or above.
   f. If using bleach to sanitize, the concentration must be around 50 ppm.

MONITORING:

Food service employees will:

1. During all hours of operation, visually and physically inspect food contact surfaces of equipment and utensils to ensure that the surfaces are clean.
2. In a 3-compartment sink, on a daily basis:
   a. Visually monitor that the water in each compartment is clean.
   b. If using chemicals to sanitize, test the sanitizer concentration by using the appropriate test kit.
   c. If using hot water to sanitize, use a calibrated thermometer to measure the water temperature. It should be at or above 171 °F. Refer to Using and Calibrating Thermometers SOPs.
3. In a dishwashing machine, on a daily basis:
   a. Visually monitor that the water and the interior parts of the machine are clean and free of debris.
   b. Continually monitor the temperature and pressure gauges, if applicable, to ensure that the machine is operating according to the data plate.
   c. For hot water sanitizing dishwasher, ensure that food contact surfaces are reaching the appropriate temperature at or above 160 °F by placing a piece of heat sensitive tape on a small ware item or an irreversible registering temperature indicator on a rack and running the item or rack through the dishwasher.
   d. For chemical sanitizing dishwasher machine, check the sanitizer concentration on a recently washed food-contact surface using an appropriate test kit.

CORRECTIVE ACTION:

1. Retrain any foodservice employees found not following the procedures in this SOP.
2. Wash, rinse, and sanitize dirty food contact surfaces. Sanitize food contact surfaces if it is discovered that the surfaces were not properly sanitized. Discard food that comes in contact with food contact surfaces that have not been sanitized properly.
3. In a 3-compartment sink:
   a. Drain and refill compartments periodically and as needed to keep the water clean.
   b. Adjust the water temperature by adding hot water until the desired temperature is reached.
   c. Add more sanitizer or water, as appropriate, until the proper concentration is achieved.
4. In a dishwasher:
   a. Drain and refill the machine periodically and as needed to keep the water clean.
   b. Contact the appropriate individual(s) to have the machine repaired if the machine is not reaching the proper wash temperature indicated on the data plate.
   c. For a hot water sanitizing dishwasher, retest by running the machine again. If the appropriate surface temperature is still not achieved on the second run, contact the appropriate individual(s) to have the machine repaired. Wash, rinse, and sanitize in the 3-compartment sink until the machine is repaired or use disposable single service/single-use items if a 3-compartment sink is not available.
   d. For a chemical sanitizing dishwasher, check the level of sanitizer remaining in bulk container. Fill, if needed. "Prime" the machine according to the manufacturer's instructions to ensure that the sanitizer is being pumped through the machine. Retest. If the proper sanitizer concentration level is not achieved, stop using the machine and contact the appropriate individual(s) to have it repaired. Use a 3-compartment sink to wash, rinse, and sanitize until the machine is repaired.

VERIFICATION AND RECORD KEEPING:

Foodservice employees will record monitoring activities and any corrective action taken on the Food Contact Surfaces Cleaning and Sanitizing Log. The certified food manager will verify employees have taken the required temperatures and tested the sanitizer concentration by visually monitoring employees during the shift and reviewing, initialing, and dating the log.

DATE IMPLEMENTED: _____ **BY:** _____

DATE REVISED: _____ **BY:** _____

PERSON IN CHARGE SIGNATURE: _____

Cooking Time/Temperature Control for Safety Foods

PURPOSE: To prevent foodborne illness by ensuring that all foods are cooked to the appropriate internal temperature.

SCOPE: This procedure applies to foodservice employees who prepare and cook food.

KEY WORDS: Cross Contamination, Temperatures, Cooking, Time/Temperature Control for Safety Foods, TCS Foods

INSTRUCTIONS:

1. Train employees on using the procedures in this SOP. Refer to the Using and Calibrating Thermometers SOP.
2. If a recipe contains a combination of meat products, cook the product to the highest required temperature.
3. Based off the guidelines from the 2017 *FDA Food Code*, cook products to the following temperatures:
   - 135 °F for 15 seconds
     - Fresh, frozen, or canned fruits and vegetables that are going to be held on a steam table or in a hot box
   - 145 °F for 15 seconds
     - Seafood, beef roast, and pork roast
     - Eggs cooked to order that are placed onto a plate and immediately served
   - 155 °F for 15 seconds
     - Ground products containing beef, pork, or fish
     - Fish nuggets or sticks
     - Eggs held on a steam table
     - Cubed or Salisbury steaks
   - 165 °F for 15 seconds
     - Poultry
     - Stuffed fish, pork, or beef
     - Pasta stuffed with eggs, fish, pork, or beef (such as lasagna or manicotti)

MONITORING:

1. Use a clean, sanitized, and calibrated thermometer, preferably a thermocouple.
2. Avoid inserting the thermometer into pockets of fat or near bones when taking internal cooking temperatures.
3. Take at least two internal temperatures from each batch of food by inserting the thermometer into the thickest part of the product, usually at the center.
4. Take at least two internal temperatures of each large food item, such as a turkey, to ensure that all parts of the product reach the required cooking temperature.

CORRECTIVE ACTION:

1. Retrain any employee found not following the procedures in this SOP.
2. Continue cooking food until the internal temperature reaches the required temperature.

VERIFICATION AND RECORD KEEPING:

Foodservice employees will record product name, time, the two temperatures/times, and any corrective action taken on the Cooking and Reheating Temperature Log.

Managers will verify employee has taken the required cooking temperatures by visually monitoring preparation procedures during the shift and reviewing, initialing, and dating the temperature log at the close of each day.

DATE IMPLEMENTED: _____ **BY:** _____

DATE REVISED: _____ **BY:** _____

PERSON IN CHARGE SIGNATURE: _____

Cooling Time/Temperature Control for Safety Foods

PURPOSE: To prevent foodborne illness by ensuring that all time/temperature control for safety foods are cooled properly.

SCOPE: This procedure applies to foodservice employees who prepare and cook food.

KEY WORDS: Cross Contamination, Temperatures, Cooling, Holding, Time/Temperature Control for Safety Foods, TCS Foods

INSTRUCTIONS:

1. Train employees on using the procedures in this SOP. Refer to the Using and Calibrating Thermometers SOP.
2. Modify menus, production schedules, and staff work hours to allow for implementation of proper cooling procedures.
3. Prepare and cool food in small batches.
4. Chill food rapidly using an appropriate cooling method:
   - Place food in shallow containers no more than 2 inches deep and uncovered on the top shelf in the back of the walk-in or reach-in cooler.
   - Use a quick-chill unit, such as a blast chiller.
   - Stir the food in a container placed in an ice water bath.
   - Add ice as an ingredient.
   - Separate food into smaller or thinner portions.
   - Pre-chill ingredients and containers used for making bulk items such as salads.
5. Based on the *2017 FDA Food Code*, cool foods from:
   - 135 °F to 70 °F within 2 hours. Take corrective action immediately if food is not chilled from 135 °F to 70 °F within 2 hours.
   - 70 °F to 41 °F or below in remaining time. The total cooling process from 135 °F to 41 °F may not exceed 6 hours. Take corrective action immediately if food is not chilled from 135 °F to 41 °F within the 6 hour cooling process.
6. Chill prepared, ready-to-eat foods such as tuna salad and cut melons from 70 °F to 41 °F or below within 4 hours. Take corrective action immediately if ready-to-eat food is not chilled from 70 °F to 41 °F within 4 hours.

MONITORING:

1. Use a clean, sanitized, and calibrated thermometer to measure the internal temperature of the food during the cooling process.
2. Monitor temperatures of products every hour throughout the cooling process by inserting a thermometer into the center of the food and at various points in the product.

CORRECTIVE ACTION:

1. Retrain any employee found not following the procedures in this SOP.
2. Reheat cooked, hot food to 165 °F for 15 seconds and start the cooling process again using a different cooling method when the food is:
   - Above 70 °F and 2 hours or less into the cooling process; and
   - Above 41 °F and 6 hours or less into the cooling process.
3. Discard cooked, hot food immediately when the food is:
   - Above 70 °F and more than 2 hours into the cooling process; or
   - Above 41 °F and more than 6 hours into the cooling process.
3. Use a different cooling method for prepared ready-to-eat foods when the food is above 41 °F and less than 4 hours into the cooling process.
4. Discard prepared ready-to-eat foods when the food is above 41 °F and more than 4 hours into the cooling process.

VERIFICATION AND RECORD KEEPING:

Foodservice employees will record temperatures and corrective actions taken on the Cooling Temperature Log. If no foods cooled on any working day, employees shall document "No Foods Cooled" on the log. Manager will verify the procedure by monitoring employees during the shift and reviewing, initialing, and dating the temperature log each working day.

DATE IMPLEMENTED: _____ **BY:** _____

DATE REVISED: _____ **BY:** _____

PERSON IN CHARGE SIGNATURE: _____

Date Marking Ready-to-Eat, Time/Temperature Control for Safety Foods

PURPOSE: To ensure appropriate rotation of ready-to-eat food to prevent or reduce foodborne illness from *Listeria monocytogenes.*

SCOPE: This procedure applies to foodservice employees who prepare and cook food.

KEY WORDS: Ready-to-Eat Food, Time/Temperature Control for Safety Foods, Date Marking, Cross Contamination, TCS Foods

INSTRUCTIONS:

1. Train employees on using the procedures in this SOP.
2. The best practice for a date marking system would be to include a label with the product name and day or date. Additionally, it can include time and employee initials. Examples of how to indicate when the food is prepared or opened include:
   a. Labeling food with a calendar date, such as "cut melon, 2/20/17"
   b. Identifying the day of the week, such as "cut melon, Monday, 8:00 AM" or
   c. Using color-coded marks or labels, such as a blue label written "cut melon", ensuring blue labels are designated for Monday.
3. Label ready-to-eat, time/temperature control for safety foods that are prepared on-site and held for more than 24 hours. Ensure date of preparation or opening a package counts as Day 1.
4. Refrigerate all ready-to-eat, time/temperature control for safety foods at 41 °F or below.
5. Serve or discard refrigerated, ready-to-eat, time/temperature control for safety foods within 7 days.
6. If foods are to be transferred from cooler to freezer for long term storage, ensure employees understand the date marking system freezer and does not start over. For example, lasagna stored in cooler for 3 days, then moved to freezer, has 4 remaining days of storage once removed from that freezer.
7. If food products are mixed together, the date label shall indicate the oldest product's date. For example, cooked chicken from Sunday was made into a chicken salad on Wednesday, with a discard date of the following Sunday, not Wednesday.

MONITORING:

A designated employee will check refrigerators daily to verify that foods are date marked and that foods exceeding the 7-day time period are not being used or stored.

CORRECTIVE ACTION:

1. Retrain any employee found not following the procedures in this SOP.
2. Foods not date marked or those that exceed the 7-day time period will be discarded.

VERIFICATION AND RECORD KEEPING:

The certified food manager will monitor employees and complete a Food Safety Checklist daily.

DATE IMPLEMENTED: _____ **BY:** _____

DATE REVISED: _____ **BY:** _____

PERSON IN CHARGE SIGNATURE: _____

Serving Safe Food to Customers with Food Allergies

PURPOSE: To serve safe meals to students with food allergies.

SCOPE: This procedure applies to foodservice employees involved in preparing and serving food to those with food allergies.

KEY WORDS: Allergies, Cleaning, Cross contact, Handwashing

INSTRUCTIONS:

1. Train employees in the top 8 food allergens.
2. Ensure waiters/waitresses ask customers if they have a food allergy or provide a disclaimer on the menu stating your establishment uses those ingredients.
3. Prevent cross contact during food preparation.
   a. Wash hands before preparing foods.
   b. Wear single-use gloves.
   c. Use a clean apron when preparing allergen-free food.
   d. Wash, rinse, and sanitize all cookware before and after each use.
   e. Wash, rinse, and sanitize food contact surfaces.
   f. Designate an allergy-free zone in the kitchen. When working with multiple food allergies, set up procedures to prevent cross contact within the allergy-free zone.
   g. Prepare food items that do not contain allergens first. Label and store the allergen-free items separately.
   h. Use a clean, sanitized cutting board when preparing food.
   i. Use clean potholders and oven mitts for allergen-free foods to prevent cross contact.
4. Prevent cross contact during meal service.
   - Set aside food for customers with food allergies from self-service food areas, such as salad bars, before the food is set out.
   - Use dedicated serving utensils and gloves for allergen-free foods.
   - Label items on the serving line correctly and clearly so that items containing food allergens are easily recognizable.
   - Ensure tableware, trays, and tables are cleaned and sanitized before and after each meal or as needed.

MONITORING:

Foodservice employees and certified food manager shall continually monitor food preparation and serving areas when a customer has a food allergy.

CORRECTIVE ACTION:

1. Retrain any employee found not following the procedures in this SOP.
2. Refrain from serving any food to a customer with a food allergy if there is question as to whether an allergen might be present in that particular food.
3. Activate the emergency action plan immediately if a customer with the potential for anaphylaxis consumes a food allergen.

VERIFICATION AND RECORD KEEPING:

The certified food manager will observe staff to make sure they are following these procedures and are taking all necessary corrective actions. Keep a list of corrective actions taken.

DATE IMPLEMENTED: _____ **BY:** _____

DATE REVISED: _____ **BY:** _____

PERSON IN CHARGE SIGNATURE: _____

Personal Hygiene

PURPOSE: To prevent contamination of food by employees.

SCOPE: This procedure applies to employees who handle, prepare, or serve food.

KEY WORDS: Personal Hygiene, Cross Contamination, Contamination

INSTRUCTIONS:

1. Train employees on using the procedures in this SOP, as well as, the big 6 foodborne illnesses (FBI), common FBI symptoms, and hygiene standards.
2. Follow the FDA's Employee Health Policy workbook for additional resources. (Employee Health Policy is not included in this resource.)
3. Report to work in good health, clean, and dressed in clean attire. Report any illnesses to your manager.
4. Change apron when it becomes soiled.
5. Wash hands in designated hand sinks only and in the correct steps, ensuring a disposable paper towel or other clean barrier is used when turning off the faucet.
6. Keep fingernails trimmed, filed, and maintained.
7. Wear single-use gloves if artificial fingernails or fingernail polish are worn.
8. Do not wear any jewelry except for a plain ring such as a wedding band.
9. Cover a lesion containing pus with a bandage. If the lesion is on a hand or wrist, cover with an impermeable cover such as a finger cot or stall and a single-use glove. Show a supervisor any lesion before working.
10. Treat and bandage wounds and sores immediately. A double barrier protection must be present for all wounds. For example, wearing a finger cot and single use glove when finger cuts are present. Also, bandaging an arm would, as well as, wearing a full sleeve shirt.
11. Eat, drink, or chew gum only in designated break areas where food or food contact surfaces may not become contaminated.
12. Taste food the correct way:
    a. Place a small amount of food into a separate container.
    b. Step away from exposed food and food contact surfaces.
    c. Use a teaspoon to taste the food. Remove the used teaspoon and container to the dish room. Never reuse a spoon that has already been used for tasting.
    d. Wash hands immediately.
13. Wear effective hair restraints while in the kitchen.

MONITORING:

1. The kitchen supervisor will inspect employees when they report to work to be sure that each employee is following this SOP.
2. The kitchen supervisor will monitor that all employees are adhering to the personal hygiene policy during all hours of operation.

CORRECTIVE ACTION:

1. Retrain any employee found not following the procedures in this SOP.
2. Discard contaminated food.

VERIFICATION AND RECORD KEEPING:

The certified food manager will verify employees are following this SOP by visually observing the employees during all hours of operation. The manager will complete a Food Safety Checklist daily.

DATE IMPLEMENTED: _____ **BY:** _____

DATE REVISED: _____ **BY:** _____

PERSON IN CHARGE SIGNATURE: _____

Hand Washing

PURPOSE: To prevent foodborne illness by contaminated hands.

SCOPE: This procedure applies to all foodservice employees.

KEY WORDS: Handwashing, Cross Contamination

INSTRUCTIONS:

1. Train foodservice employees on using the procedures in this SOP.
2. Post handwashing signs or posters in a language understood by all employees near all handwashing sinks, including restrooms.
3. Use designated handwashing sinks for handwashing only. Do not use food preparation, utility, and dishwashing sinks for handwashing.
4. Provide warm running water, soap, and a means to dry hands. Provide a waste container at each handwashing sink or near the door in restrooms.
5. Keep handwashing sinks accessible anytime employees are present.
6. Wash hands:
   - Before starting work
   - During food preparation
   - When moving from one food preparation area to another
   - Before putting on or changing gloves
   - After using the toilet
   - After sneezing, coughing, or using a handkerchief or tissue
   - After touching hair, face, or body
   - Eating, drinking, or chewing gum
   - After handling raw meats, poultry, or fish
   - After any clean up activity such as sweeping, mopping, or wiping counters
   - After touching dirty dishes, equipment, or utensils
   - After handling trash
   - After handling money
   - After any time the hands may become contaminated

INSTRUCTIONS, Continued:

7. Follow proper handwashing procedures as indicated below:
   - Wet hands and forearms with warm, running water at least 100 °F and apply soap.
   - Scrub lathered hands and forearms, under fingernails, and between fingers for at least 10-15 seconds. Rinse thoroughly under warm running water for 5-10 seconds.
   - Dry hands and forearms thoroughly with single-use paper towels.
   - Dry hands using a warm air hand dryer.
   - Turn off water using paper towels.
   - Use paper towel to open door when exiting the restroom.
8. Follow FDA recommendations when using hand sanitizers. These recommendations are as follows:
   - Use hand antiseptics, also called hand sanitizers, only after hands have been properly washed and dried.
   - Never substitute use of hand sanitizers for proper handwashing.
   - Use hand sanitizers in the manner specified by the manufacturer.

MONITORING:

1. A manager will visually observe the handwashing practices of employees during all hours of operation.
2. Manager and employees will ensure all handwashing sinks are properly supplied and accessible all hours of operation.

CORRECTIVE ACTION:

1. Retrain any employee found not following the procedures in this SOP.
2. Ask employees that are observed not washing their hands at the appropriate times or using the proper procedure to wash their hands immediately.
3. Retrain employee to ensure proper handwashing procedure.

VERIFICATION AND RECORD KEEPING:

The certified food manager will complete a Food Safety Checklist daily to indicate that monitoring is being conducted as specified.

DATE IMPLEMENTED: _____ **BY:** _____

DATE REVISED: _____ **BY:** _____

PERSON IN CHARGE SIGNATURE: _____

Clean Up Procedure for Vomit & Fecal Incidents

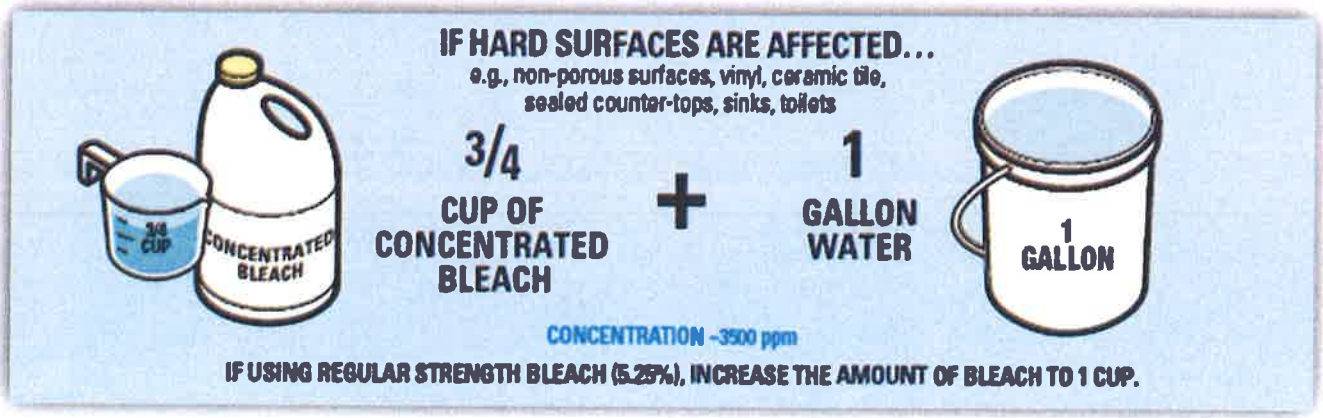
Lake County Health Department and Community Health Center

1. **Initial Response:**
   A. Request employee or patron who had the incident to rest in an area away from where food is cooked, prepared, served, displayed or stored.
      - If employee is experiencing both symptoms of vomiting and diarrhea, they must be excluded from all food operations until symptom free for 48 hours.
   B. Close the area with the vomit or fecal incident and place a sign to prevent patrons from stepping into the area.
      - Place a dispensable towel on the discharge to prevent airborne contamination.

2. **Clean Up:**
   A. Remove vomit or diarrhea right away!
      - Wear protective clothing, such as disposable gloves, an apron, and/or face mask to prevent inhalation of bodily discharge.
      - Use kitty litter, baking soda, or other absorbent material on carpets and upholstery to absorb liquid; do not vacuum material.
      - Pick up using paper towels.
      - Dispose of paper towels/waste in a plastic trash bag or biohazard bag.
   B. Use soapy water to wash surfaces that contacted vomit or diarrhea
   C. Rinse thoroughly with plain water
   D. Wipe with dry paper towel

Don't stop here: Germs can remain on surfaces even after cleaning!

3. **Disinfection:**
   A. Steam cleaning may be preferable for carpets and upholstery. Chlorine bleach could permanently stain these surfaces. Mixing directions are based on EPA-registered bleach products that are proven effective against Norovirus. For best results, consult label directions on the bleach product you are using.
   B. Prepare a chlorine bleach solution, using the guidelines below.



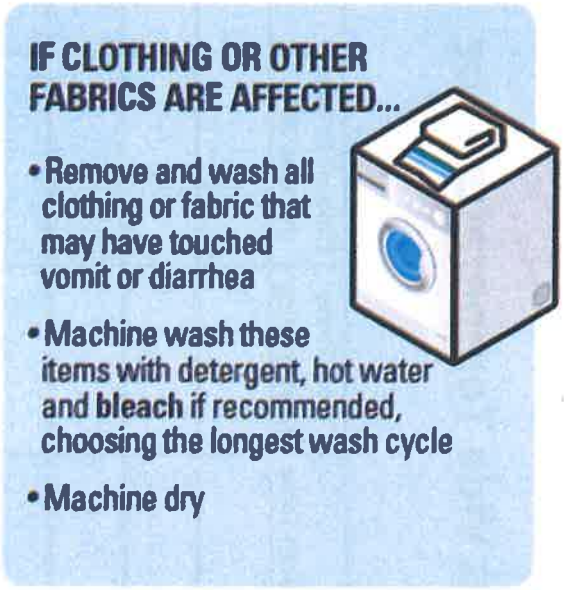
C. Leave surface wet with disinfectant for at least 10 minutes.
- Due to the chlorine bleach solution being in high concentration, ensure the area is sufficiently ventilated. Consider opening a screened door or window.
- Norovirus can be inhibited by certain quaternary ammonia sanitizers as listed by the Environmental Protection Agency. Bleach must be used to denature the protein found in Norovirus. (Please see references)

D. Rinse all food contact surfaces with plain water before use.

4. Removal of Discharge

A. Discard all personal protective equipment into garbage bags. Disinfect or discard other materials and equipment utilized to clean the vomit and fecal matter. Throw away food that has been near or directly contaminated with vomit and fecal discharge.
- Wash hands thoroughly with soap and warm water. Preferable to take a shower and change clothes.

B. Create a documentation of the employee or patron who was sick.
- Create an incident report which contains this valuable information: location of fecal and vomiting incident, time and date, steps for sanitary cleansing.
- Open line of communication with other employees to document if there are others experiencing nausea, vomiting, or diarrhea.
- If medically confirmed case of Norovirus, please notify Lake County Health Department.



LakeCounty
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Sous Vide Temperature Log

Date	Product	Water Bath Temp	Time/Temp Final Cooking	Time when food reaches 70*F	Time when food reaches 41*	Comments / How to Finish or Store

Lake County
Health Department and
Community Health Center

COOLING LOG

Cool food from 135°F to 70°F within 2 hours, THEN Cool to 41°F within 4 additional hours

TOTAL COOLING TIME: 6 HOURS OR LESS

DATE	EMPLOYEE	FOOD	COOLING METHOD	FINAL COOKING TEMP	RECORD TIME AND FOOD TEMPERATURE IN 30 OR 60 MINUTE INTERVALS											
					TIME											
					TEMP											
					TIME											
					TEMP											
					TIME											
					TEMP											
					TIME											
					TEMP											

LakeCounty
Health Department and
Community Health Center

FOOD TEMPERATURE LOG

HOT 135°F & ABOVE COLD 41°F & BELOW REHEAT TO 165° OR ABOVE

DATE	EMPLOYEE	FOOD ITEM	TIME	TEMP	CORRECTIVE ACTION

COOLER/FREEZER LOG

LakeCounty
Health Department and
Community Health Center

PLACE THERMOMETERS IN WARMEST PART OF UNIT.
COOLERS – 41°F & BELOW / FREEZERS – 0°F & BELOW

DATE	EMPLOYEE	EQUIPMENT	TIME	TEMP	CORRECTIVE ACTION

LOG #1 – RICE ACIDIFICATION LOG

DATE MM/DD/YY	TIME ACIDIFIED	BATCH NUMBER	TEMPERATURE OF SAMPLE @ pH MEASUREMENT	**pH #1	**pH #2	OPERATOR INITIALS	***CORRECTIVE ACTION
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- Use either 24 hour time or an AM or PM after each time entry.
- **Take two (2) separate samples from each batch of rice and record the pH reading.
  Use the appropriate sampling procedure. Wait for 30 minutes after acidification to test pH.
  If the pH lever falls higher than the allowed 4.1 reading, but not higher than 4.6, you must perform a corrective action and re-acidify the rice (corrective action: add an additional 4 oz. sushi vinegar). Record the re-acidification on the line directly below the original pH test.
- ***Temperature of the sample cannot be above the limits established for proper operation of the pH meter
- Keep the pH log sheet at the sushi bar at all times for at least 1 year.

Chapter 4: Prerequisite Programs & Questions to Consider

If you want to build a sturdy home, you should start with a strong foundation. The same is true of a food safety management system. In order for your food safety management system to be effective, you should first develop and implement a strong foundation of procedures that address the basic operational and sanitation conditions within your operation. These procedures are collectively termed "prerequisite programs." When prerequisite programs are in place, you can focus more attention on the hazards associated with the food and its preparation.

Basic prerequisite programs may include:

Chemical Control: Documented procedures must be in place to assure the segregation and proper use of non-food chemicals in the plant. These include cleaning chemicals, fumigants, and pesticides or baits used in or around the plant.

Cleaning and Sanitation: All procedures for cleaning and sanitation of the equipment and the facility should be written and followed. A master sanitation schedule should be in place.

Facilities: The establishment should be located, constructed and maintained according to sanitary design principles. There should be linear product flow and traffic control to minimize cross-contamination from raw to cooked materials.

Personal Hygiene: All employees and other persons who enter the manufacturing plant should follow the requirements for personal hygiene.

Pest Control: Effective pest control programs should be in place. Other examples of prerequisite programs might include quality assurance procedures; standard operating procedures for sanitation, processes, product formulations and recipes; glass control; procedures for receiving, storage and shipping; labeling; and employee food and ingredient handling practices.

Production Equipment: All equipment should be constructed and installed according to sanitary design principles. Preventive maintenance and calibration schedules should be established and documented.

Receiving, Storage and Shipping: All raw materials and products should be stored under sanitary conditions and the proper environmental conditions such as temperature and humidity to assure their safety and wholesomeness.

Specifications: There should be written specifications for all ingredients, products, and packaging materials.

Supplier Control: Each facility should assure that its suppliers have effective manufacturing practices in place. These may be the subject of continuing supplier guarantee and supplier HACCP system verification.

Traceability and Recall: All raw materials and products should be lot-coded and a recall system in place so that rapid and complete traces and recalls can be done when a product retrieval is necessary.

Training: All employees should receive documented training in personal hygiene, cleaning and sanitation procedures, personal safety, and their role in the HACCP program.

Additional programs include; but are not limited to:

- Vendor certification programs
- Training programs
- Allergen management
- Buyer specifications
- Recipe/process instructions
- First-In-First-Out (FIFO) procedures
- Other Standard Operating Procedures (SOPs)

Questions to Consider When Conducting a Hazard Analysis

The hazard analysis consists of asking a series of questions which are appropriate to the process under consideration. The purpose of these questions is to assist in identifying potential hazards and to ensure the safety of food during this process.

A. Facility Operations:

1. Who is the person in charge responsible for overseeing operations?
2. What monitoring procedures are in place?
3. What foods will be involved in the process?
4. What date/time of day will the process be conducted?
5. How long will it take?
6. How often is this going to be performed?
7. What is your verification method?
8. What is your corrective action response if the process is done incorrectly?
9. What is your water source and sewage disposal method?

B. Ingredients

1. Does the food contain any microbiological hazards (e.g., Salmonella, Staphylococcus aureus); chemical hazards (e.g., aflatoxin, antibiotic or pesticide residues); or physical hazards (stones, glass, metal)?
2. Are any of the 8 known allergens present in the product?
3. Are potable water, ice and steam used in formulating or in handling the food?

C. Intrinsic Factors - Physical characteristics and composition (e.g., pH, moisture, acidity, water activity, preservatives) of the food during and after processing.

1. What physical or chemical hazards may result if the food composition is not controlled?

D. Procedures used for processing

1. Does the process include a controllable processing step that destroys pathogens? If so, which pathogens? Consider both vegetative cells and spores.
2. If the product is subject to recontamination between processing (e.g., cooking, pasteurizing) and packaging which biological, chemical or physical hazards are likely to occur?

E. Facility design

1. What area of the kitchen will the special processes be conducted?
2. Will other food preparation be conducted during this time? Is there separation between these processes?
3. Is there a designated handwashing sink for the special processes?
4. Does the layout of the facility provide an adequate separation of raw materials from ready-to-eat (RTE) foods if this is important to food safety? If not, what hazards should be considered as possible contaminants of the RTE products?

5. Is the traffic pattern for people and moving equipment a significant source of contamination?

F. Equipment design and use

1. What sort of equipment is used for this process?
2. Is the equipment of commercial grade & meet NSF standard?
3. Will the equipment provide the time-temperature control necessary for safe food?
4. Is the equipment properly sized for the volume of food that will be processed?
5. Can the cold/hold holding or cooking equipment be adjusted to suit the environmental conditions in the kitchen?
6. Is the equipment reliable or is it prone to frequent breakdowns?
7. How will the equipment be cleaned and sanitized? By whom? How often?
8. Is there a chance for product contamination with hazardous substances; e.g., glass?
9. How do you verify your equipment is working?

G. Packaging

1. Is the package clearly labeled "Keep Refrigerated" if this is required for safety?
2. Does the package include instructions for the safe handling and preparation of the food by the end user?
3. Does each package contain the proper label?
4. Are potential allergens/additives in the product included on the label?

H. Employee health, hygiene and education

1. How are employees trained in performing these processes & using the equipment?
2. Have employees been educated on your employee illnesses policy and personal hygiene practices?
3. How do employees understand the process and the factors they must control to assure the preparation of safe foods?
4. How will employees inform management of a problem which could impact the safety of food? What are the procedures for reporting?

I. Conditions of storage between packaging and the end user

1. What is the likelihood the food will be stored at the wrong temperature?
2. Where will this specially processed food be stored?

J. Intended use

1. Will the food be heated/opened by the consumer?
2. Will there likely be leftovers?
3. What is the intended use for leftovers?

K. Intended consumer

1. Is the food intended for the general public?
2. Is the food intended for consumption by a population with increased susceptibility to illness (e.g., infants, the aged, the infirmed, immunocompromised individuals)?
3. Will be the food be catered? If so, what precautions are going to be taken to ensure the safety of food?

https://www.fda.gov/Food/GuidanceRegulation/HACCP/ucm2006801.htm#app-a

LakeCounty
Health Department and
Community Health Center

500 W. Winchester Road, Suite 102
Libertyville, IL 60048-1331
Phone 847-377-8020
Fax 847-984-5622
www.lakecountyil.gov

Variance Application

Variance Process (select one)
You must submit multiple applications if you are requesting variances on more than one process.

Please submit a complete Hazard Analysis of Critical Control Points (HACCP) Plan and all supporting materials with this application.

- ❑ Curing Meats with Nitrites/Nitrates to Extend Shelf Life
- ❑ Dry Fermented Sausages
- ❑ Smoking for Preservation
- ❑ Reduced Oxygen Packaging (ROP) - Cook/Chill
- ❑ Reduced Oxygen Packaging (ROP) – Sous Vide
- ❑ Reduced Oxygen Packaging (ROP)/Vacuum Packaging/Canning
- ❑ Sprouting Seeds or Beans for Raw Consumption
- ❑ Using Additives to Render a Food Non-PHF (On-Site Acidification)
- ❑ Other _____

Additional information can be found on our webpage at: https://www.lakecountyil.gov/2313/Food-Safety

Facility Information	
Statewide Chain? Yes ❑ No ❑	Nationwide Chain? Yes ❑ No ❑
Has this process (variance) been approved by other health departments? Yes ❑ No ❑ If yes, please list: _____	
How many facilities will be conducting this process? _____	List the HACCP team members in your facility responsible for this process: _____ _____

FACILITY LOCATION INFORMATION			
FACILITY NAME (DOING BUSINESS AS)			EMAIL
ADDRESS-LOCATION OF FACILITY			BUSINESS PHONE
CITY	STATE	ZIP CODE	HOME PHONE
NAME OF CONTACT PERSON AT FACILITY			MOBILE PHONE

Variance Request – please include a current menu
What Illinois Department of Public Health Field Guide section number(s) are you requesting a variance from? (i.e. 3-202.110 Juice Treated) _____ (Discuss with Food Program Specialist for further information.)
What are the potential public health hazards created by your process (e.g. bacteria-Listeria, virus-Hepatitis A)?
How will your proposed procedure control the public health hazards addressed in the Food Sanitation Rules?
Does your request include products with seafood or fish as an ingredient? Yes ❑ No ❑
Where will the processing occur?
How will you ensure that it does not interfere with your routine food service operations (e.g. active managerial control, person in charge, training/education)? – please provide detailed examples

Required in your HACCP Plan:
❑ Introduction ❑ Flow Chart ❑ Hazard Analysis – biological, chemical, physical ❑ HACCP Plan Chart/Summary - detailing the 7 principles of HACCP ❑ SOP's ❑ Training Program ❑ Examples of records/charts ❑ If Plan is for Sous Vide or Cook/Chill ROP - make/model of electronic system to continuously monitor refrigeration unit time and temperatures

Request for Variance and HACCP Plan Checklist
❑ HACCP Plan
❑ Food Items w/ detailed preparation process
❑ Identify critical control points and critical limits and how they will be monitored
❑ Equipment needed for process
❑ Detail the training plan for staff involved in process
❑ Detail how person in charge will oversee process
❑ Provide sample log sheets that will be used
❑ Detail corrective action when failures occur
❑ Document whether product is for retail sales or for in-house use only
❑ Provide samples of labels for ROP or retail sales (if applicable)
❑ Provide statement that logs will be maintained for 180 days
❑ If operating in shared kitchen, provide details on how food process will be protected.
❑ If process is not approved in FDA food code, provide scientific data to support process (e.g. lab results or process authority review)

Variance Agreement

Once a variance is approved, that plan becomes a condition of the Food Service Establishment License. Any adjustment or deviation from the approval will require resubmission of the variance request to the L. Once the variance is approved, the Food Program Specialist will verify the plan is being followed as part of the ongoing inspection process. If the variance is not being followed, approval may be revoked by the LCHD and all operations associated with the variance shall cease. After deficiencies have been corrected, the permit holder may apply for another variance.

If the Food Program Specialist determines that the variance is not being followed or if recurring deficiencies are observed a conference may be required. If deficiencies persist the case shall be forwarded to the Department for consideration of continued approval or revocation of the variance.

Monitoring records must be maintained for a minimum of one year or longer as specified in the variance approval and be available upon request from Food Program Specialist during routine inspections or any other time the request is made by the Food Program Specialist.

A copy of the variance must be maintained on site and conveniently located, such that it is available for review by appropriate food employees and the Food Program Specialist during routine inspections or any other time the request is made by the Food Program Specialist.

Statement: I hereby certify the information provided within this application is accurate and I understand that any deviation without prior approval from the Department may nullify the variance approval. I understand this application will be returned to me if incomplete and will delay further processing. I have read and understand the Variance Agreement.

Signature

_____

Title

_____

Establishment Name _____ Date _____

FOR OFFICE USE ONLY

Received _____/_____/_____ First Application ❑ Submittal Resubmittal ❑

Notified _____/_____/_____ Check one: Email ❑ USPS ❑ Other ❑ _____

Entered & Scanned to inspection software (DHD) _____/_____/_____ Reviewed: _____/_____/_____

Contacted _____/_____/_____ Check one: Approved ❑ Denied ❑ Need more info ❑ Returned to Applicant ❑

Notes: _____

_____

(Provide additional copies for each food item that requires a HACCP/Variance)

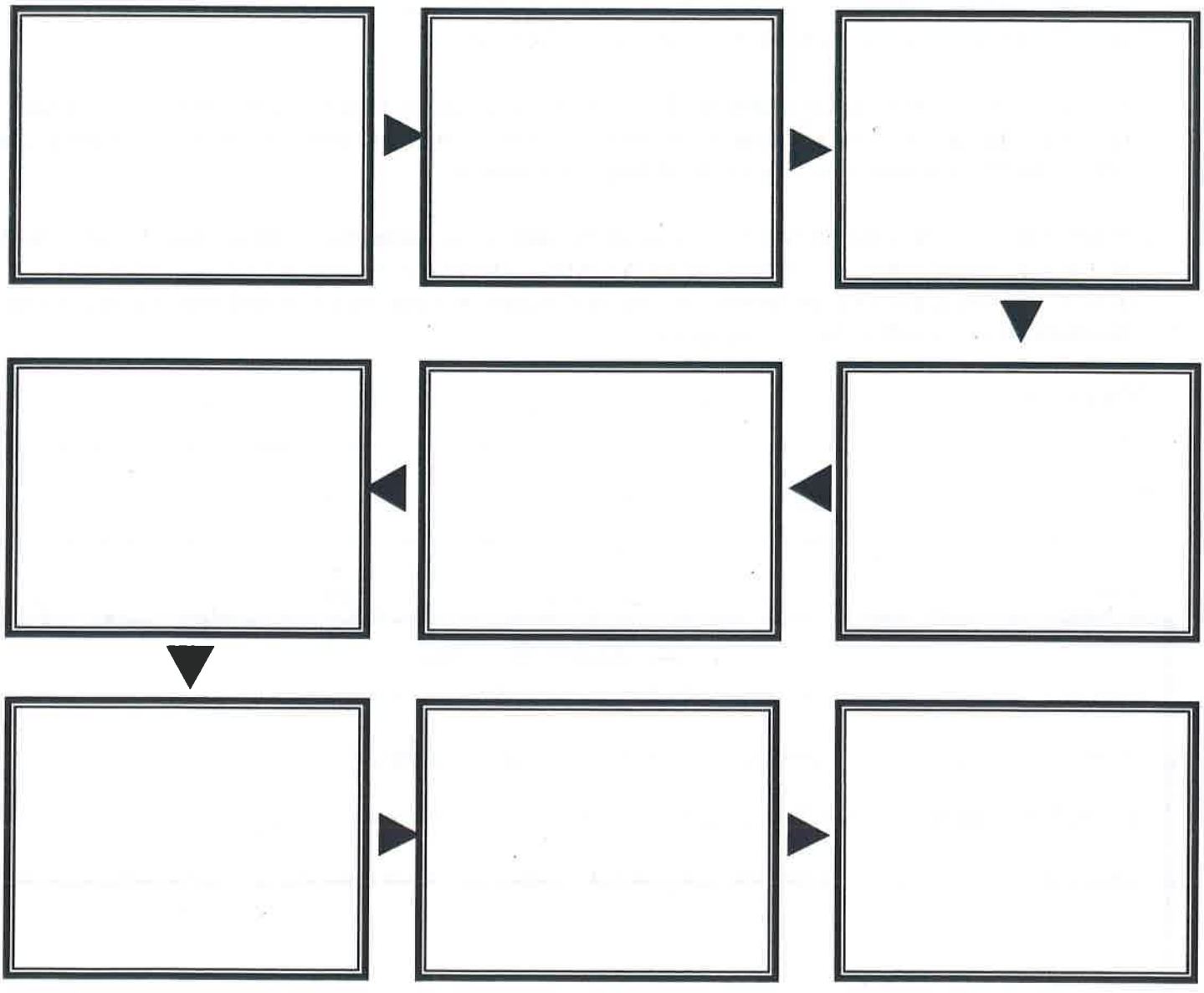
Name of Food Item: _____

Please provide a brief description of the food item and the special process that will be used:

_____

_____

Complete the following flow chart and identify each step (receiving, storing, cold/hot holding, preparing, cooking, cooling, reheating, service.)
Identify Critical Control Points, where necessary.



LakeCounty
Health Department and
Community Health Center

HACCP Plan Summary- (_____)

Critical Control Point/ Standard Operating Procedure	Hazard Description (Biological/ Physical/ Chemical)	Critical Limits for each Control Measure	Monitoring				Corrective Action	Verification Activities	Record Keeping Procedures
			What	How	Frequency	Who			
#1 (Example. Receiving)	Example: Biological- Clostridium Botulinum;, Listeria Monocytogenes	Example: Approved Source; Accepted at 41°F or less Package Sound	Check Shipments	Visual Examination Probe thermometer	Shipment Days	Designated Person in Charge/ Manager on duty	Reject shipment	Verify shipments via invoice sign off	Invoices
#1									
#2									
#3									
#4									
#5									