**Hazard Analysis and Critical Control Points (HACCP) Vacuum Packaging (without a variance) Template**

**Facility Name:** Enter Facility Name Here **Facility Address:** Enter Facility Address Here

**Primary Contact:** Enter Primary Contact Here **Email:** Enter Email Here **Phone:** Enter Phone Here **Date:** Click here to enter a date.

# Table A: HACCP Team Members

|  |  |  |
| --- | --- | --- |
| **Name** | **Title** | **HACCP Responsibilities** |
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**Procedural Step 1: Prerequisite Programs**

The standard operating procedures (SOPs) selected below apply to this HACCP plan and are attached:

* Cleaning and Sanitizing Food Contact Surfaces ☐ Controlling Time and Temperature during Preparation
* Serving Food ☐ Personal Hygiene and Handwashing
* Preventing Cross-Contamination during Storage and Prep ☐ Receiving Deliveries
* Storing and Using Poisonous or Toxic Chemicals
* Using and Calibrating Thermometers ☐ Using Suitable Utensils When Handling Ready-to-Eat Foods
* Washing Fruits and Vegetables ☐ Employee Illness
* HACCP Training Procedure ☐ First-In, First-Out (FIFO) Procedure
* Control of Physical Hazards in Food ☐ HACCP Verification SOP
* Equipment Maintenance Plan ☐ Pest Control Plan
* Continuous Temp Monitoring – Refrigeration Data Logger ☐ Other Please describe
* Labeling ☐ Other

**Labeling of Reduced Oxygen Packaging (ROP):** Once packaged, bags are labeled so the packages are prominently and conspicuously labeled as shown on the principal display panels. The labeling is in bold type on a contrasting background (see example below). The “discard date” may be no more than 30 calendar days from packaging to consumption, or consumed if served or sold for off-premises consumption, except the time the product is maintained frozen, or the original manufacturer's "sell by" or "use by" date, whichever occurs first. Labels will reflect the discard date. See the ***example*** below. NOTE: “Thaw date” refers to the date/time that the item was removed from the freezer.

**Food Item: Prepare Date: Discard Date: Freeze Date: Thaw Date: Discard Date (after thaw): Maintain the food at 41**° **F or below.**

**Discard the food within 30 calendar days of its packaging.**

# Procedural Step 2: Menu Product and Recipes

The following recipes for vacuum packaged products are attached to this HACCP plan.

# Table B. Menu Items

|  |  |
| --- | --- |
| **Menu Item** | **Comments** |
| Example: Raw 6 oz. chicken breast | See attached recipe |
|  | See attached recipe |
|  | See attached recipe |
|  | See attached recipe |
|  | See attached recipe |
|  | See attached recipe |
|  | See attached recipe |
|  |  |
|  |  |

**Procedural Step 3: Hazard Analysis**

A hazard analysis was completed, and the selected hazards were identified: **Table C: Hazard Analysis**

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| --- | --- | --- | --- | --- |
| **Identified Hazard** | **Chemical Hazards** | **Risk is Significant** | **Control Measures** | **Comments** |
|  | General cleaning compounds, such as sanitizers, soap, degreasers | Yes | Hazard controlled; SOP to address |  |
|  | Allergens | Yes | Hazard controlled; SOP to address |  |
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| --- | --- | --- | --- | --- |
| **Identified Hazard** | **Physical Hazards** | **Risk is Significant** | **Control Measures** | **Comments** |
|  | Bone | Yes | Hazard controlled; SOP to address |  |
|  | Metal, Stone | Yes | Hazard controlled; SOP to address |  |
|  | Jewelry | Yes | Hazard controlled; SOP to address |  |
|  | Plastic | Yes | Hazard controlled; SOP to address |  |
|  | Bandages | Yes | Hazard controlled; SOP to address |  |
|  | Glass | Yes | Hazard controlled; SOP to address |  |
|  | Wood | Yes | Hazard controlled; SOP to address |  |
|  | Pests | Yes | Hazard controlled; SOP to address |  |
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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Identified Hazard** | **Pathogen** | **Categorization** | **Min. Water Activity (aw)** | **Min. pH** | **Oxygen Requirement** | **Risk is Significant** | **Control Measures** | **Comments** |
|  | *Bacillus cereus* | Spore-forming bacteria  “toxin producer” | .92 | 4.4 | Facultative anaerobe\*\*\* | Yes; toxins can develop in the temperature danger zone | Temperature control |  |
|  | *Campylobac ter jejuni* | Non- spore-forming  bacteria | .987 | 4.9 | micro- aerophilic\* | Yes; fresh meat and poultry are known to contain pathogens |  |  |
|  | *Clostridium botulinum*, all types | Spore-forming bacteria  “toxin producer” | 93 (A&B)  .97(E” on  fish) | 4.6 | anaerobe\*\* | Yes; this bacteria can grow in aerobic conditions |  |  |
|  | *Clostridium perfringens* | Spore-forming bacteria | .93 | 5.0 | anaerobe\*\* | Yes; spores can develop in the temperature danger zone |  |  |
|  | *Escherichia coli*  *(E.coli)* | Vegetative, non-  spore-forming bacteria | .95 | 4.4 | facultative anaerobe\*\*\* | Yes; fresh meat and poultry are known to contain pathogens |  |  |
|  | *Listeria monocytoge nes* | Non- spore-forming  bacteria | .92 | 4.4 | facultative anaerobe\*\*\* | Yes; fresh meat and poultry are known to contain pathogens |  |  |
|  | Norovirus | Virus |  |  |  | Yes | No bare-hand contact with ready-to-eat foods |  |
|  | *Salmonella* | Non- spore-forming  bacteria | .94 | 3.7 | facultative anaerobe\*\*\* | Yes; fresh meat and poultry are known to contain pathogens |  |  |
|  | *Shigella* spp. | Non- spore-forming  bacteria | .96 | 4.8 | facultative anaerobe\*\*\* | Yes |  |  |
|  | *Staphylococ cus aureus- toxin* | Vegetative bacteria  “toxin producer” | .88 | 4.6 | facultative anaerobe\*\*\* | Yes; toxins can develop in the temperature danger zone |  |  |
|  | *Vibrio vulnificus* | -Non-spore forming bacteria | .96 | 5 | facultative anaerobe\*\*\* | Possibly for seafood, shellfish. |  |  |
|  | *Yersinia enterocolitic a* | bacteria | .945 | 4.2 | facultative anaerobe\*\*\* | Yes; fresh meat and poultry are known to contain pathogens |  |  |

\*requires limited levels of oxygen \*\* requires the absence of oxygen \*\*\*grows with or without oxygen

# Flow Diagram of Operations

The following diagram represents the flow of food product from the receiving of ingredients to the serving of the product for our facility’s vacuum packaging process.

Receiving Raw Product

Cold Storage 1

Preparation

Vacuum (remove air)/ Sealing

Labeling

Cold Storage 2

# Procedural Step 4: Establish Control Measures in SOPs, Critical Control Points (CCPs), and Critical Limits (CL) Table D

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Step** | **Hazard** | **Critical Limit for Each Control** | **CCP or SOP** | **Monitor** | | | | **Corrective Action** | **Verification Activities** |
| **What** | **How** | **When** | **Who** |
| Receiving Raw Product | (B) *Clostridium botulinum, Listeria monocytogenes, Clostridium perfringens, Escherichia coli STEC/VTEC, Salmonella, Staphylococcus aureus, Yersinia enterocolitica, Bacillus cereus* | Use approved source  Receive at 41°F or less | SOP | Receiving temperatur es | Check temperat ures of all PHF/TCS | Upon arrival | Sous Chef | Reject shipments that do not meet parameters.  Log all temperatures and corrective actions. | On a weekly basis, manager will verify temperature logs, and corrective actions will be handled appropriately. |
| Cold Storage | (B) *Clostridium botulinum, Listeria monocytogenes, Clostridium perfringens, Escherichia coli STEC/VTEC, Salmonella, Staphylococcus aureus, Yersinia enterocolitica, Bacillus cereus* |  | SOP |  |  |  |  |  |  |
| Preparation | (B) *Clostridium botulinum, Listeria monocytogenes, Clostridium perfringens, Escherichia coli STEC/VTEC, Salmonella, Staphylococcus aureus, Yersinia enterocolitica, Bacillus cereus* |  | SOP |  |  |  |  |  |  |
| Sealing | (B) *Clostridium* |  | SOP |  |  |  |  |  |  |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Step** | **Hazard** | **Critical Limit for Each Control** | **CCP or SOP** | **Monitor** | | | | **Corrective Action** | **Verification Activities** |
| **What** | **How** | **When** | **Who** |
|  | *botulinum, Listeria monocytogenes, Clostridium perfringens, Escherichia coli STEC/VTEC,*  *Salmonella, Staphylococcus aureus, Yersinia enterocolitica. Bacillus cereus* |  |  |  |  |  |  |  |  |
| Labeling | (B) *Listeria monocytogenes, Clostridium botulinum, Clostridium perfringens, Escherichia coli STEC/VTEC, Salmonella, Staphylococcus aureus, Yersinia enterocolitica, Bacillus cereus* |  | CCP |  |  |  |  |  |  |
| Cold Storage 2 | (B) *Clostridium botulinum, Listeria monocytogenes, Clostridium perfringens, Escherichia coli STEC/VTEC, Salmonella, Staphylococcus aureus, Yersinia enterocolitica, Bacillus cereus* |  | CCP |  |  |  |  |  |  |

**\*Storage:** Packaged potentially hazardous foods shall be maintained at 41°F (5°C) or below at all times. The refrigerated shelf life is limited to no more than 30 calendar days from packaging to consumption, except the time the product is maintained frozen or the original manufacturer's "sell by" or "use by" date, whichever occurs first. Labels will reflect the discard date.

# Procedural Step 5: Establish Monitoring Process

The monitoring process is noted with the corresponding step in Table D of this HACCP plan.

# Procedural Step 6: Develop Corrective Actions

Corrective actions for each step are included in Table D. They describe the actions that our facility will take if a critical limit is not met. When a corrective limit is not met, a corrective action will be carried out immediately. Common corrective actions may include, but are not limited to, continuing to cook food to proper temperature, reheating food, discarding food, and rejecting food. All corrective actions will be documented.

# Procedural Step 7: Ongoing Verification Plan

We recognize that to maintain continuous control of food safety practices, implementation of this HACCP system will need to be verified. Verification consists of making sure that staff is performing the activities described in this food safety system. Verification activities for each step are noted in Table D of this HACCP plan.

HACCP verification activities will include:

* + Who is conducting the verification (which may be different from who is monitoring the CCP or SOP).
  + Frequency of verification.
  + The following:
    1. Observing that staff is carrying out critical control procedures correctly.
    2. Observing staff doing the monitoring and determining if the monitoring is being done as planned.
    3. Reviewing monitoring records to determine if they are completed accurately and consistently.
    4. Determining if the records show that the frequency of monitoring stated in the plan is being followed.
    5. Ensuring that corrective action was taken and recorded with critical limits that are not met.
    6. Confirming that all equipment is operated, maintained, and calibrated properly.

# Procedural Step 8: Recordkeeping Table E

|  |  |  |  |
| --- | --- | --- | --- |
| **Type of Record** | **Location Record Stored** | **Time Record Retained** | **Comments** |
| SOPs/Prerequisite Programs | Manager’s Office | Ongoing |  |
| Training Logs | Manager’s Office | 3 years |  |
| Recipes |  | Ongoing | Will contact local agency±\* if recipes change |
| Monitoring Records |  | 6 months |  |
| Corrective Action Logs |  | 6 months |  |
| Verification and Validation Records |  | 6 months |  |
| Calibration Logs |  | 6 months |  |
| pH, aw, \*\* Testing, Lab Tests |  | 6 months |  |
| Temperature Logs |  | 6 months |  |
| Cooling Logs |  | 6 months |  |
| Reheating Logs |  | 6 months |  |
| Shellfish Tags |  | 3 months (90 days) |  |
| Equipment Maintenance Records |  | 6 months |  |
| Pest Control Records |  | 6 months |  |
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\*“agency ±” refers to the agency having jurisdiction \*\*“aw“ – water activity

# Attachments

The selected documents below are attached to this HACCP plan:

|  |  |  |  |
| --- | --- | --- | --- |
| □ SOPs | □ Recipes | □ Temperature Logs | □ Lab Testing |
| □ Equipment Spec Sheets | □ Letter from Process Authority | □ Training Log | □ Corrective Action Log |
| □ Other Please describe | □ Other Please describe | □ Other Please describe | □ Other Please describe |