



HACCP PLAN

Maryland Department of Health and Mental Hygiene

Guideline for Submitting a Hazard Analysis Critical Control Point (HACCP) Plan

Maryland Health- General Code Annotated and the Code of Maryland Regulations require that plans and specifications be submitted to the Department when a person proposes to construct a food establishment, remodel or alter a food establishment, or convert or remodel an existing building for use as a food establishment. The minimum information provided must include the plans and specifications of the building and the food equipment, and must include other information as required to complete the review. In certain cases, the Department may require information relative to the foods proposed for processing or manufacture in order to assess whether the food handling and preparation procedures, as well as training procedures, adequately control identified hazards. A plan submittal with this information is called a HACCP Plan. A HACCP Plan is required for certain facilities that, following a preliminary priority assessment, are classified as a **High or Moderate Priority** facility. This guideline is to assist you in providing the information for the Priority Assessment and the HACCP Plan.

Information Necessary for a Priority Assessment

1. *Menu or Types of Foods* – Provide a copy of the menu or a written description of the foods that will be prepared and served.
2. *Food Service System*- Specify the types of food service systems you will use. Food service systems include: Cook-Serve, Cook-Hot Hold-Serve, Cook-Chill-Reheat-Hot Hold-Serve, etc.
3. *Number of Meals Prepared*- Specify the number of meals prepared on an average day.
4. *Population Served*- Specify whether you serve groups of persons who are particularly susceptible to disease; for example, very young, aged, hospitalized, or otherwise compromised.

For a food establishment that the Department classifies as a **High or Moderate Priority** facility, the following information must be submitted to comply with the Hazard Analysis requirements.

For High or Moderate Facilities:

General Food Preparation Information

1. Describe how you will ensure that all foods received will be from approved sources.
2. Specify whether raw meats, poultry, and seafood will be stored in the same refrigeration units as cooked/ready-to-eat foods. If so, describe how cross-contamination will be prevented.
3. Indicate how each category of frozen potentially hazardous foods will be thawed.
4. Indicate how each category of potentially hazardous foods will be cooled. Methods include: ice baths, shallow pans, reduced volume, rapid chill, etc.
5. List the categories of foods that will be prepared more than 12 hours in advance of service.
6. Specify how ingredients for cold ready-to-eat foods will be pre-chilled before mixing or assembly.
7. Specify whether any prepared foods are distributed off-premises.
8. Specify whether any foods are received in reduced oxygen packaging, or are reduced oxygen packaged on-site.

HACCP Plan Information

1. For the menu items identified by the Department as being frequently involved in foodborne illnesses, submit a completed **HACCP Plan Form** or equal. Once approved, this form must be readily available in the food preparation area of each store. During the process of completing this form, it is necessary to carefully analyze how the foods are prepared. The most important steps in terms of the safety of the foods, known as critical control points, must be identified on the **HACCP Plan Form**. At these points, a potential food hazard is controlled by properly completing an activity. The activity often has a measurable component or limit that can be monitored. Critical Control Points (CCPs) generally include thawing, cooking, chilling, reheating, and hot-holding, but other steps may be included depending on the food. The way in which the CCPs are monitored must be described on the **HACCP Plan Form**. If the activity at the Critical Control Point is not completed properly due to employee error, equipment malfunction, etc., a corrective action is necessary. The corrective action for each CCP must be placed on the **HACCP Plan Form**. Refer to the attached example **HACCP Plan Form**.
2. Provide drawings or other information which show that the arrangement of work areas, work flow plan, and food service system are coordinated to minimize possible contamination or mishandling of food.
3. The equipment used to support the proposed food service system and necessary to control the identified hazards at Critical Control Points (CCPs) must be indicated on the **HACCP Plan Form**, facility layout plan, and the equipment schedule. Depending on the type of food service system and the identified CCPs, needed equipment may include: cooking equipment, equipment designed to chill hot food, cold-holding equipment, hot/cold-holding equipment, and reheating equipment.
4. Submit a written procedure for training a food service facility employee on the information found in the **HACCP Plan Form**.

HACCP Plan Form [Style #1 EXAMPLE 1]

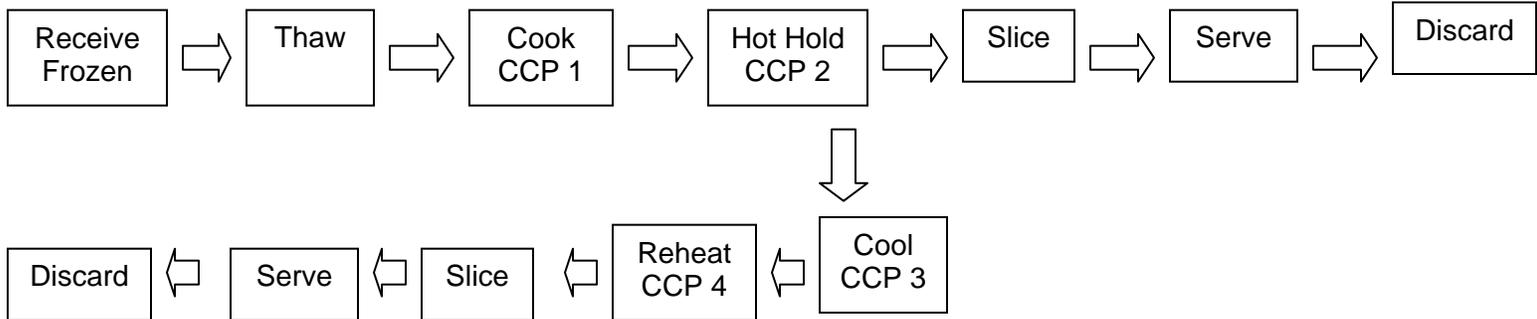
Facility: ABC Restaurant

Preparer: CDE Consultants

Date: 00/00/00

Food item: Beef Roast / Sliced Beef

Flow diagram or descriptive narrative of the food preparation steps for the food item:



HACCP Chart

Critical Control Points (CCPs)	Monitoring Procedures	Corrective Actions
1. <u>Cook</u> to internal temperature of 145°F for a minimum of 3 minutes.	Check the temperature of the product's center with a calibrated stem thermometer.	Continue to cook.
2. <u>Hot Hold</u> at minimum of 135°F. (Maximum of 4 hours)	Check the internal temperature of the product every hour.	If internal temp. is less than 135°F for more than 1 hr.- Discard. If internal temp. is less than 135°F for 1 hr. or less, rapidly reheat to 165°F for 15 seconds.
3. <u>Cool</u> so that internal temperature is less than 70°F in 2 hrs., and less than 41°F in an additional 4 hrs.	Check the internal temperature of the product at 1 hr. intervals.	If 70°F is not reached in 2hrs., additional cooling methods must be started (i.e. cutting product into smaller pieces, using ice bath, etc.) Discard product if not attained.
4. <u>Reheat</u> to internal temperature of 165°F for at least 15 seconds.	Check the internal temperature of the product.	Discard product if it fails to reach 165°F within 2 hours.

Equipment Utilized at each Critical Control Point (include type and quantity of each unit)

CCP 1: Convection Oven (2)

CCP 2: Heat Lamps (4)

CCP 3: Walk-in Cooler (1)

CCP 4: Convection Oven (2)

HACCP Plan Form
[Style #1 EXAMPLE 2]

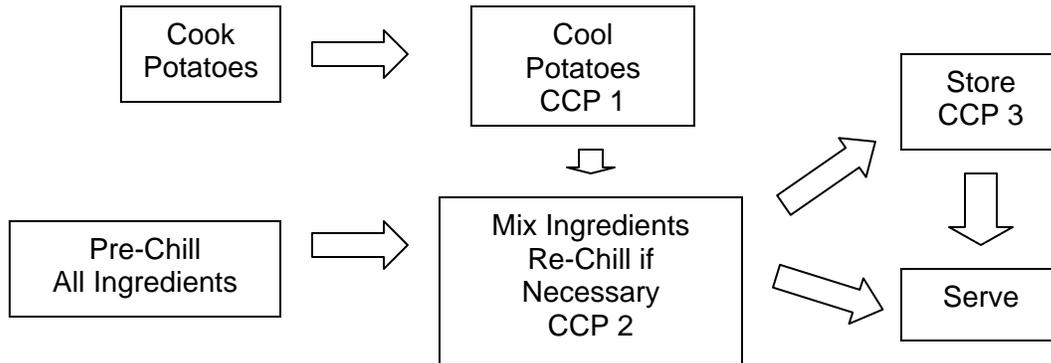
Facility: ABC Restaurant

Preparer: CDE Consultants

Date: 00/00/00

Food item: Potato Salad

Flow diagram or descriptive narrative of the food preparation steps for the food item:



HACCP Chart

Critical Control Points (CCPs)	Monitoring Procedures	Corrective Actions
1. <u>Cool</u> potatoes so that internal temperature is less than 70°F in 2 hrs., and less than 41°F in an additional 4 hrs.	Take the temperature every hour.	If 70°F is not reached in 2hrs., additional cooling methods must be started (i.e. cutting product into smaller pieces, using ice bath, etc.) Discard product if not attained.
2. <u>Mix</u> using prechilled ingredients. Use good hygienic practices, and sanitize all prep. utensils. Rapidly re-chill food after prep. if greater than 41°F.	Evaluate procedures and check the temperature of the food every 30 minutes.	Re-chill if the food temperature exceeds 41°F, and discard the food if contaminated or if the temperature exceeds 41°F for more than 4 hrs.
3. <u>Store</u> the food to maintain the temperature at 41°F or less.	Check food temp. every hour while on display. Check indicating thermometer on the refrigerator every 6 hrs.	Discard the food if its internal temperature exceeds 41°F for a cumulative time of 4 hrs.

Equipment Utilized at each Critical Control Point (include type and quantity of each unit)

CCP 1: Walk-in Refrigerator (1)

CCP 2: Reach-in Refrigerator (2)

CCP 3: Salad Bar, Walk-in Refrigerator

HACCP Plan Form [Style #2]

Facility: ABC Restaurant

Preparer: CDE Consultants

Date: 00/00/00

[MENU ITEM 1] Pork BBQ - > [SOURCE] from the retailer, refrigerated

- Cold hold in refrigerator at 41° F or below
- Check temp. every few hours
- Boil to 155° F or above (internal temp)
- Add seasonings
- Chill to 41° F within 6 hrs. in refrigerator
- Reheat to 165° F or above
- Hot hold at 135° F or above, check temp. every hour
- Refrigerate leftovers

[MENU ITEM 2] Beef BBQ - > [SOURCE] from the retailer, refrigerated

- Cold hold in refrigerator at 41° F or below
- Check temp. every few hours
- Cook on grill to 155° F or above
- Slice and chill to 41° F within 6 hrs. in the refrigerator
- Reheat to 165° F or above
- Hot hold at 135° F or above, check temp. every hour
- Refrigerate leftovers

[MENU ITEM 3] Spare Ribs - > [SOURCE] from retailer, frozen

- Thaw overnight in refrigerator at 41° F or below
- Check temp. every few hours
- Cook on grill to 165° F or above (internal temp.)
- Hot hold at 135°F or above, check temp. every hour
- Refrigerate leftovers

[MENU ITEM 4] Cole Slaw - > [SOURCE] Purchase slaw mix from retailer

- Cold hold in refrigerator at 41° F or below
- Check temp. every few hours
- Add spices and mayo, use pre-chilled ingredients
- Mix quickly so temp. does not exceed 55° F
- Put into 4 oz. plastic condiment cups with lids
- Refrigerate at 41° F or below, check temp. every hour
- Take from refrigerator and give to customer

HACCP Plan Form

[RETURN ONE FORM PER MENU ITEM TO THE HEALTH DEPARTMENT]

Facility: _____ Preparer: _____ Date: _____

Menu item: _____

Flow diagram or descriptive narrative of the food preparation steps for the food item:

HACCP Chart

Critical Control Points (CCPs)	Monitoring Procedures	Corrective Actions
1.		
2.		
3.		
4.		

Equipment Utilized at each Critical Control Point (include type and quantity of each unit)

CCP 1: _____

CCP 2: _____

CCP 3: _____

CCP 4: _____

