



Where is Your School HACCP Plan Now?

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Purpose

- Review USDA HACCP guidance
- Provide a framework to evaluate & determine the current state of your HACCP Plan



Objective

- Evaluate HACCP plan components to:
 - Provide safe food to students
 - Reflect the activities within the facility
 - Maintain employee training on SOPs
- Identify needed HACCP program updates



USDA Requirements

- The School Food Authority is responsible for developing a comprehensive food safety program
- Requires compliance through the itemized steps listed in the USDA guidance document
- Must be updated regularly to maintain accuracy (at least annually)



HACCP Definition

A systematic approach to make/build a food safety program

- Maintained through ongoing activity
- Periodically reviewed



HACCP Goal

To keep food safe through all the steps of the flow of food

Focusing on:

Sanitation

Temperature Control

Standard Operating Procedures



Written Plan

- Develop, document and use SOPs
- Document menu items in HACCP categories
- Document CCPs of food production
- Monitor
- Establish & Document Corrective Actions
- Maintain records
 - Are current tools adequate for documentation?
- Review & Revise periodically
 - Document reviews even when changes are not necessary
 - Update and document changes to training



Know who you are

Describe the district's:

Facilities

renovations / new equipment

Functions

changes to population

Standard Procedures

operational changes



Basic Information

- Types of facilities
- Existing policies and procedures
(or standard operating procedures)
- Number & type of employees at each site
- Types of equipment
- Process for food preparation
- Menu items



Process Categories

Document each menu item for the category
Evaluate new menu (day by day) to identify
all new items

1. Preparing and serving without cooking
2. Preparing and cooking for same-day service
3. Preparing, cooking, holding, cooling, reheating, and serving



Identify Control Measures

Determine which control measures will prevent the introduction of hazards.

- Some will be controlled by SOPs
- Others will be controlled by CCPs
(Critical Control Points)
- Evaluate CCPs & place on new recipes

Identify Critical Control Points

Where the identified hazards can be:

- Prevented
- Eliminated
- Reduced to Safe Levels

Temperature Rules! Cooking for Food Service

Hold all hot food at 135 °F or above after cooking

USDA Meat and Poultry Hotline
1-888-MPHotline

FDA Food Information Line
1-888-SAFE FOOD

USDA
Food Safety and Inspection Service
U.S. Department of Agriculture
www.fds.usda.gov/ferry
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IT'S SAFE TO EAT WHEN THE TEMPERATURE IS RIGHT!

Hold at specified temperature or above for 15 seconds unless otherwise specified

Minimum Temperatures and Holding Times

165 °F (15 seconds)

- Poultry—chicken, turkey, duck, goose—whole, parts or ground
- Soups, stews, stuffing, casseroles, mixed dishes
- Stuffed meat, poultry, fish and pasta
- Leftovers (to reheat)
- Food, covered, cooked in microwave oven (hold covered 2 minutes after removal)

155 °F (15 seconds)

- Hamburger, meatball and other ground meats; ground fish*
- Fresh shell eggs—cooked and held for service (such as, scrambled)*

145 °F (15 seconds)

- Beef, corned beef, pork, ham—roasts (hold 4 minutes)*
- Beef, lamb, veal, pork—steaks or chops
- Fish, shellfish
- Fresh shell eggs—broken, cooked and served immediately

140 °F (15 seconds)

- Ham, other roasts—(processed, fully-cooked do reheat)
- Fruits and vegetables that are cooked

*For alternative times and temperatures, see the FDA Food Code 2001 <http://www.cfsan.fda.gov/~dms/foodcode.html>



SOPs and CCPs

Standard Operating Procedures –
provide a general safety net

Critical Control Points – safeguard
against specific hazards



Required Elements

- Documented Standard Operating Procedures (SOPs)
- Training records to reflect employee training on each specific SOP
- A written plan at each school food preparation and service site
- Reflective of the activities performed at that specific site



SOP Categories

- Cooking Potentially Hazardous Foods
- Cooling Potentially Hazardous Foods
- Holding Hot and Cold Potentially Hazardous Foods
- Date Marking Ready-to-Eat, Potentially Hazardous Foods
- Personal Hygiene



SOP Categories

- Reheating Potentially Hazardous Foods
- Receiving Deliveries
- Storing and Using Poisonous or Toxic Chemicals
- Using Suitable Utensils When Handling Ready-to-Eat Foods
- Washing Fresh Fruits and Vegetables
- Washing Hands



Additional SOP Categories

- Transporting Potentially Hazardous Foods
 - Catered functions
 - Field trips
- Receiving Transported Potentially Hazardous foods
 - Offsite preparation
 - Catered foods



Monitoring

- Done for each area that CCPs are identified
- Review available monitoring records:
 - ✓ Are monitoring activities completed/documented?
 - ✓ Do the monitoring activities reveal adequate food protection/safety?



Monitoring Decisions

- How you will monitor CCPs and SOPs
- When and how often you will monitor
- Who will be responsible for the monitoring



Corrective Action

- Must be done when a critical limit is not met
- Must be documented
- **Should be determined for all SOPs and CCPs**

Review available corrective action records

Are corrective action activities completed / documented?

Do the corrective action activities reveal adequate food protection/safety?



Record Keeping

Includes:

The food safety plan

Monitoring logs

Corrective action logs

Calibration records

Training logs

What new logs are needed?

What logs are not needed?



Record Keeping

- Provides a basis for periodic reviews of entire program
- Is a record of reasonable actions exercised to prevent contamination if implicated
- Must be kept for minimum of 6 months after the monitoring month or what is stated in your plan
- When updates occur, the process should be documented, this including signatures of all employees trained/re-trained



Review and Revision


- Must review and evaluate the program for adequate implementation
- The provision of general food safety training does not substitute for specific training on HACCP policies and procedures (SOPs)



Review and Revision

Determine:

- Who will review the plan
- When will the review be done
- How it will be documented
- Document all aspects of the R&R process to include policy changes and employee training
- Place current (updated) copies of HACCP materials at all campuses

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