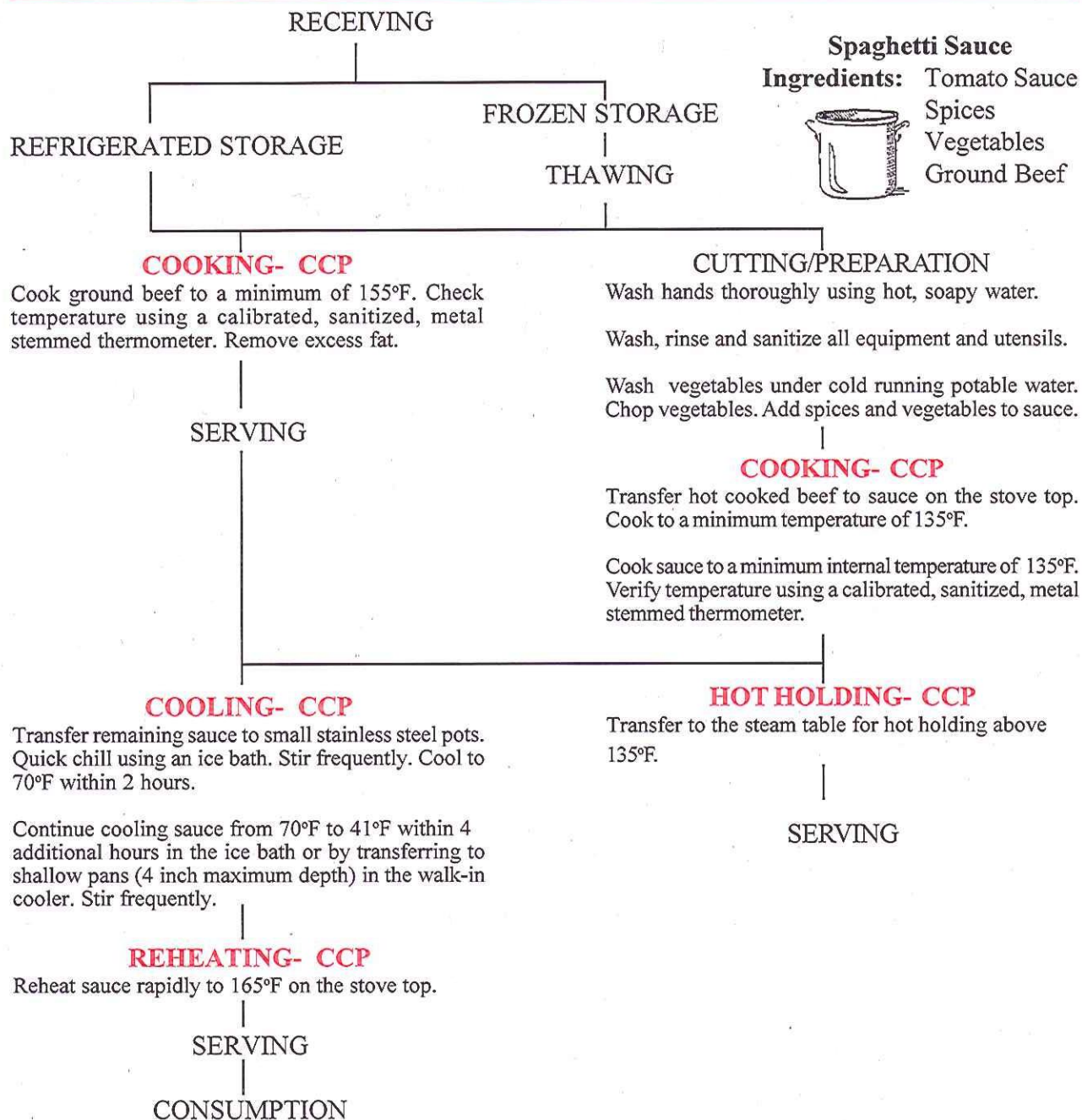


EXAMPLE HACCP RECIPE AND FLOW CHART - SPAGHETTI SAUCE



A GUIDE TO DEVELOPING A HACCP PLAN

HACCP

HAZARD ANALYSIS AND CRITICAL CONTROL POINTS

FOR FOOD FACILITIES



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HACCP stands for Hazard Analysis and Critical Control Point. HACCP is a system that identifies and monitors specific foodborne hazards - biological, chemical or physical - that can negatively affect the safety of a food product. HACCP methods can be integrated into the recipes and standard operating procedures of any size establishment. A food establishment's use of HACCP requires the development of a HACCP plan.

DEVELOPING A HACCP PLAN

It is essential that the unique conditions within each facility be considered during the development of a HACCP plan. The education and training of all personnel is critical to the success and effectiveness of any HACCP plan. An effective HACCP plan must consider the following seven (7) principles:

- 1. Conduct a Hazard Analysis:** A hazard may be biological (viral, bacterial), chemical (natural toxins, cleaning compounds, etc.) or physical (glass fragments, etc.) The likelihood of occurrence and severity of a hazard must be considered in the plan.
- 2. Identify the Critical Control Points in Food Preparation:** A CCP is a step or procedure at which control can be applied and a food safety hazard can be prevented. In food preparation CCPs include cooking, chilling, specific sanitation procedures, product formulation control, prevention of cross contamination and certain aspects of employee and environmental hygiene.
- 3. Establish Critical Limits for Preventive Measures Associated With Each Identified CCP:** Each critical control point will have one

or more preventive measures that must be properly controlled to ensure prevention, elimination or reduction of hazards to acceptable levels. The criteria most frequently used for establishing critical limits include: time, temperature, humidity, water activity, pH, acidity, preservatives, salt concentration, available chlorine and viscosity.

- 4. Establish Procedures to Monitor CCPs:** Establish monitoring responsibilities for each critical control point in the operation. Examples of measurements for monitoring include visual observations, temperature, time, pH and water activity. When a deviation has occurred, corrective action must be taken.
- 5. Establish the Corrective Action to be Taken When Monitoring Shows that a Critical Limit has been Exceeded:** The corrective action must determine what will happen with the food when a deviation has occurred, correct the cause of the loss of control and maintain records of corrective action.
- 6. Establish Effective Record Keeping Systems that Document the HACCP System:** This principle requires the preparation and maintenance of a written HACCP plan. Proper record keeping will ensure that preventive monitoring occurs at critical control points.
- 7. Establish Procedures to Verify that the HACCP System is Working:** Food Establishments must frequently review the HACCP plan, verify the plan is being correctly followed, review the CCP records and determine that correct risk management decisions and product dispositions are occurring. As the operations of the food establishment change, the HACCP plan must be modified and updated.

HACCP INSPECTION PROCESS

- ▲ General HACCP inspections will be scheduled in advance with the owner or operator of the food facility. A written agreement with the operator will be required (on a Department form).
- ▲ The HACCP inspection will replace one of the three annual inspections for high risk facilities.
- ▲ One food item will be chosen to evaluate. The entire food handling process from receipt to consumer will be reviewed. The recipe for the food item will need to be provided in advance of the inspection.
- ▲ A temperature datalogger will be utilized to record the cooling times and temperatures at a regular interval.
- ▲ Media contact plates will be used to assess the general cleanliness (total plate count) of common kitchen surfaces. Contact plates specific for certain organisms such as Salmonella or E. Coli may be used.
- ▲ A report of the HACCP inspection will be completed and provided to the operator within five (5) working days. The report will include observations, example HACCP recipes and recommendations.
- ▲ 60-90 days after the inspection, a follow up survey will be conducted with the operator regarding the overall experience and changes that have been made in the facility.

