



## HACCP Plan Requirements for Special Process Checklist

### ALL PLANS REQUIRE THE FOLLOWING: (CHECK FOR ADDITIONAL REQUIREMENTS BY PROCESS)

- Provide a list of all facilities, with permit numbers, that are utilizing the plan to prepare or hold foods. Additionally, provide a separate list of all facilities, with permit numbers, that are holding but not preparing foods produced using a special process.
- Provide a detailed Process Flow Diagram including all Critical Control Points (CCPs). Diagram must address the general preparation steps of the food(s) through the special process.
- Provide a list of all ingredients for each menu item used in the special process. Ingredient proportions are not necessary unless specifically asked for. Also provide detailed preparation steps for each menu item.
- Provide specifications for materials used to bag food in the reduced oxygen packaging process, specifically the oxygen transfer rate of the material.
- Provide specifications for the equipment used in the special process. All equipment must meet the NSF Standard or equivalent. Specifications for equipment like vacuum packaging machines, immersion circulators, smokers etc. are necessary, but specifications for equipment like grills, cook tops, refrigeration etc. are not.
- Provide a training plan or training program for food handlers in the special process or processes used within the facility. Plan must include a training log.
- Provide a Hazards Worksheet for each special process.
  - [Blank Hazard Worksheet](#)
  - [Guide to Hazards](#)
- Provide a HACCP Worksheet for all Critical Control Points listed in the Process Flow Diagram.
  - [Blank HACCP Worksheet](#)

**SOPs:** (REQUIRED FOR ALL PLANS) – SOPs are standard SOPs and will need to be adjusted for the specific HACCP Plan to which they apply. Things like temperature issues and relabeling issues must be addressed, with corrective actions listed, in the SOPs as specified by your plan.

- Provide a Personal Hygiene Standard Operating Procedure (SOP).
  - [Sample Personal Hygiene SOP](#)
- Provide a Hand Washing Standard Operating Procedure (SOP).
  - [Sample Hand Washing SOP](#)
- Provide an Employee Health Policy.
  - [Sample Employee Health Policy](#)
- Provide a Cleaning and Sanitation Program Standard Operating Procedure (SOP).
- Provide an Eliminating Bare Hand Contact Standard Operating Procedure (SOP). Please note that bare hand contact is not allowed when using a special process to prepare food. SOP must address this requirement.
  - [Sample Eliminating Bare Hand Contact SOP](#)
- Provide a Using and Calibrating a Thermometer Standard Operating Procedure (SOP) with Log.

- [Sample Using and Calibrating a Thermometer SOP](#)
- [Sample Thermometer Calibration Log](#)
- Provide a Labeling Standard Operating Procedure (SOP). SOP must address all required dates for special process, including labeling that must be updated due to changes in temperature like freezing or product that is out of temperature.

## Additional Requirements by Process

### Smoking

If your operation is smoking food as a method of preservation and not for flavor enhancement, a HACCP Plan is required. If you are smoking food, but during the smoking process the food reaches regulatory required cooking temperatures, a HACCP Plan may not be required.

#### Additional Requirements for HACCP Plans for Smoking Food

- Provide written validation of the HACCP Plan and process from a Processing Authority which utilized the national Advisory Committee on Microbiological Criteria for Foods (NACMCF)
  - [Processing Authority List](#)
- All other applicable SOPs and Logs required for your plan.

### Curing

- Provide written validation of the HACCP Plan and process from a Processing Authority which utilized the national Advisory Committee on Microbiological Criteria for Foods (NACMCF)
  - [Processing Authority List](#)
- All other applicable SOPs and Logs required for your plan.

### Reduced Oxygen Packaging with Two Barriers

**First barrier** will always be temperature control at 41°F. Product will have a 14 day shelf life.

Note: If you are placing raw foods in ROP and you are adding ingredients to the bag like marinades or seasonings you must list this on your ingredient list. You may need to provide third party lab confirmation of the pH and/or water activity of any added ingredients. SNHD will request the result when they are necessary or as listed below.

**Second barrier** will be one of the following:

- The water activity ( $A_w$ ) of the product is 0.91 or less. Provide third-party laboratory confirmation of water activity of the product when submitting your plan.
- The pH of the product is 4.6 or below. Provide third-party laboratory confirmation of the pH of the product when submitting your plan.
- Provide proof that the meat or poultry product was cured at a Food Processing Establishment regulated by the USDA using substances specified in *9 CFR 424.21, Use of Food Ingredients and Sources of Radiation*, and is received in an intact package.
- Food has a high level of competing organisms including but not limited to raw meat or raw poultry or raw vegetables.

### **Additional required documents of ROP with two barriers**

- Provide a Holding Cold Potentially Hazardous Foods Properly Standard Operating Procedure (SOP) with Log.
  - [Sample Holding Cold Potentially Hazardous Foods Properly SOP](#)
  - [Sample Cold Holding Log](#)
- All other applicable SOPs and Logs required for your plan.
- Provide proof of label review by SNHD if product will be sold.

### **Cook Chill or Sous Vide Cooking**

- Provide a completed Waiver Form.
  - [Waiver Form](#)
- Provide a signed statement that food prepared by cook chill and/or sous vide will be used within the same business entity and that no retail sales are allowed.
- Provide Cooking Potentially Hazardous Foods Properly Standard Operating Procedure (SOP) with Log.
  - [Sample Cooking Potentially Hazardous Foods Properly SOP](#)
  - [Sample Cooking Log](#)
- Provide a Cooling Potentially Hazardous Foods Properly Standard Operating Procedure (SOP). SOP must address all cooling for the special process. If foods must be cooled below 41°F, SOP must address this. SOP must be accompanied by a Cooling Log.
  - [Sample Cooling Potentially Hazardous Food Properly SOP](#)
  - [Sample Cooling Log](#)
- If using time as a control, provide a Time as a Control for Potentially Hazardous Foods Standard Operating Procedure (SOP).
  - [Sample Time as a Control SOP](#)
- Provide a Holding Hot and Cold Potentially Hazardous Foods Properly Standard Operating Procedure (SOP) with Log.
  - [Sample Holding Hot and Cold Potentially Hazardous Foods Properly SOP](#)
  - [Sample Hot and Cold Holding Log](#)
- Provide Reheating Potentially Hazardous Foods Properly Standard Operating Procedure (SOP) with Log.
  - [Sample Reheating Potentially Hazardous Foods Properly SOP](#)
  - [Sample Reheating Log](#)
- Provide a signed statement that one or both of the following statements is/are true.
  - Food produced under a cook chill system will be bagged while the food is above 135°F.
  - Food produced under a sous vide process will be bagged immediately before cooking.
- Provide proof of electronic monitoring on all refrigeration units holding cook chill or sous vide foods.
- Provide proof of electronic monitoring during transportation if cook chill or sous vide food is transported off-site to a satellite location of the same business entity.
- Provide Visual Examination of Electronic Monitoring System Standard Operating Procedure (SOP) with Log.
- All other applicable SOPs and Logs required for your plan.

## Reduced Oxygen Packaging of Cheese

Product will have a 30 day shelf life.

No additional ingredients may be added to the package. Cheese can only be portioned and packaged.

- Provide a completed Waiver Form.
  - [Waiver Form](#)
- Provide proof that the cheese(s) is/ are commercially manufactured in a food processing establishment with NO ingredients added. And that it meets *CFR 133.15 Standards of Identity Hard Cheeses*, *21 CFR 133.169 Standards of Identity Pasteurized Process Cheese*, or *CFR 133-187 Standards of Identity Semi-Soft Cheeses*.
- Provide a Holding Cold Potentially Hazardous Foods Properly Standard Operating Procedure (SOP) with Log.
  - [Sample Holding Cold Potentially Hazardous Foods Properly SOP](#)
  - [Sample Cold Holding Log](#)
- Provide proof of label review by SNHD if product will be sold. (Product must be labeled with a “use-by” or “sell-by” date.)
- All other applicable SOPs and Logs required for your plan.

## Reduced Oxygen Packaging of Fish

- Provide a completed Waiver Form.
  - [Waiver Form](#)
- Provide written validation of the HACCP Plan and process from a Processing Authority which utilized the national Advisory Committee on Microbiological Criteria for Foods (NACMCF)
  - [Processing Authority List](#)
- Provide a signed statement that fish will be maintained frozen until thawed and prepared for consumption and that the bag is opened before thawing. (Waiver not required for this, but HACCP Plan is required)
- Provide Cold Holding of Reduced Oxygen Packaged Fish Standard Operating Procedure (SOP).
  - SOP must address temperature requirements for holding.
  - SOP must address shelf life requirements for fish after ROP. (72 hours)
- Provide written validation of the operational procedure from a Processing Authority which utilized the national Advisory Committee on Microbiological Criteria for Foods (NACMCF) for fresh fish reduced oxygen packaged solely for the cooking process, for individual orders for immediate service to a customer.
- All other applicable SOPs and Logs required for your plan.