# Hazard Analysis and Critical Control Points (HACCP) Cook-Chill (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

Cooking PHF/TCS\*  Cooling PHF/TCS\*

Date Marking and Ready-to-Eat, PHF/TCS\*  Handling a Food Recall

Cold Holding PHF/TCS\*  Personal Hygiene and Handwashing

Preventing Cross-Contamination during Storage and Prep  Receiving Deliveries

Reheating PHF/TCS\*  Serving Food

Storing and Using Poisonous or Toxic Chemicals  Transporting Food to Remote Sites (e.g. satellite kitchens)

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 Please describe

\* – potentially hazardous food/time-temperature controlled for safety

**Labeling of Reduced Oxygen Packaging (ROP)/Cook-chill:** Once packaged, cook-chill bags are labeled so the packages are prominently and conspicuously labeled. The labeling is in bold type on a contrasting background (see example below). The “discard date” will be dependent on the final cooling temperature chosen and discussed in Procedural Step 4. See the ***example*** label 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 ambient temperature at 41**° **F or below for 7 days.**

**Procedural Step 2: Menu Product and Recipes**

The following recipes for cook-chill products are attached to this HACCP plan:

**Table B.** **Menu Items**

|  |  |
| --- | --- |
| **Menu Item** | **Comments** |
| Example: Turkey Gravy | 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**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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 | 4.3 | Facultative aerobe\*\*\* | Yes; toxins can develop in the temperature danger zone | Temperature  control |  |
|  | *Campylobacter*  *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 anaerobic 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 | 4.0 | facultative anaerobe\*\*\* | Yes; fresh meat and poultry are known to contain  pathogens |  |  |
|  | *Listeria monocytogenes* | 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 spp.* | 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 |  |  |
|  | *Staphylococcus 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 enterocolitica* | 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 offood product from the receiving of ingredients to the serving of the product for our facility’s cook-chill process.

Receiving Raw Product

Cold Storage 1

Preparation

Cooking

Hot Fill

Sealing

Labeling

Cooling 2

Cooling 1

Cold Storage 2 – Continuously Electronically Monitored

Hot Holding

Reheating

Serving

**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 sources.  Receive at 41°F or less. | SOP | Receiving temperatures | Check temperatures 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 |  |  |  |  |  |  |
| Cooking | (B) *Listeria monocytogenes, Escherichia coli STEC/VTEC, Salmonella, Staphylococcus aureus, Yersinia enterocolitica, Taenia spp., Toxoplasma gondii, Trichenella spiralis,* Hepatitis A, *Bacillus cereus* |  | CCP |  |  |  |  |  |  |
| Hot Fill | (B) *Clostridium botulinum* | Product must be placed and sealed in bag before dropping below 135°F. | CCP |  |  |  |  |  |  |
| Sealing | (B) *Clostridium botulinum* |  | SOP |  |  |  |  |  |  |
| Labeling | (B) *Clostridium botulinum* |  | CCP |  |  |  |  |  |  |
| Cooling\* | (B) *Clostridium botulinum, B. cereus* |  | CCP |  |  |  |  |  |  |
| Cold Storage – Continuously Monitored | (B) *Clostridium botulinum* |  | CCP |  |  |  |  |  |  |
| Reheating for Hot Holding | (B) Clostridium botulinum |  | CCP |  |  |  |  |  |  |
| Serving | Norovirus, Hepatitis A |  | SOP |  |  |  |  |  |  |

**\*Cooling and Storage:** After food is cooked, it will be hot filled into the bag and then cooled from 135°F to 70°F within 2 hours, and cooled from 135F to 41F within a total of 6 hours . The method of final cooling and cold storage will be as follows, and labels will reflect the discard date.

Cooled to 34°F within 48 hours of reaching 41°F and held at 34°F until consumed or discarded within 30 days after the date of packaging.

Cooled to 41°F and held at 41°F or below for no more than 7 days from date of packaging, at which time the product will be discarded or consumed.

Held frozen with no shelf life restriction while frozen until consumed or used. The freeze and thaw date (i.e. date removed from freezer) will be noted on label*.*

The following steps will be taken after meeting cooling parameters to ensure that food remains within appropriate temperatures:

1. Food will be held in a refrigeration unit equipped with an electronic system that continuously monitors time and temperature and is visually examined for proper operation twice daily. Temperatures will be recorded on the log.
2. If transported offsite to a satellite location of the same business entity, verifiable electronic monitoring devices will be used to ensure that times and temperatures are monitored during transportation.
3. Items will be monitored while being transferred to sister restaurants using a data logger placed inside the refrigerated catering truck.

**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