



Washington County Health Department

1302 Pennsylvania Avenue, Hagerstown, MD 21742

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ITEMS REQUIRED IN HACCP PLAN:

- COPY OF MENU

- PRIORITY ASSESSMENT WORKSHEET

- GENERAL FOOD PREPARATION INFORMATION
 - DO NOT HAVE TO COPY QUESTIONS, YOU MAY NUMBER RESPONSES #1 – 13 ON A SEPARATE PIECE OF PAPER

- COMPLETE THE CRITICAL CONTROL POINT SHEETS (CCP).
 - A PAGE NEEDS TO BE COMPLETED FOR EACH CRITICAL CONTROL POINT THAT IS TO BE PERFORMED IN THE FACILITY
 - CCPs ARE (BUT NOT LIMITED TO): COLD HOLD, COOK, HOT HOLD, COOL, AND REHEAT

- EITHER AN EXAMPLE OF TEMPERATURE LOGS OR A STATEMENT OF HOW TEMPERATURES FOR CRITICAL CONTROL POINTS WILL BE MONITORED

- INFORMATION ON EMPLOYEE TRAINING, FACILITY CLEANING SCHEDULE

- EXPLANATION OF THERMOMETER CALIBRATION (INCLUDED)

ENVIRONMENTAL HEALTH

240-313-3400 Voice • 800-552-7724 TDD • 240-313-3424 Fax

HACCP PLAN

DEVELOPED FOR

FACILITY NAME

STREET ADDRESS

MARYLAND

CITY

ZIP

CONSUMER ADVISORY REQUIREMENTS:

PURPOSE OF ADVISORY:

The consumer advisory is meant to inform consumers, especially susceptible populations (*i.e. elderly, children, pregnant mothers, immunocompromised*) about the increased risk of foodborne illness from eating raw or undercooked animal foods.

WHEN A CONSUMER ADVISORY IS REQUIRED:

If an animal food such as milk, eggs, beef, fish, lamb, poultry or shellfish that is raw, undercooked, unpasteurized or not otherwise processed to eliminate pathogens is offered in a ready-to-eat form. These types of risky foods need to be fully described in the menu selection. An asterisk referring to a footnote containing further information may also be used.

Examples of Risky foods:

- Raw or undercooked eggs (Caesar dressing, custards, sauces, Hollandaise, etc.)
- Raw or rare meat (beef, poultry, jacquard/pinned meats, flavor-injected meats, etc.)
- Raw or undercooked seafood (fish, sushi, clams, oysters, etc.)
- Unpasteurized Milk

The statement shall be displayed on brochures, deli cases, menus, stickers, table-tents, placards, or other effective written means. The intent is to have the advisory conveniently displayed for consumer awareness at the point of order (where customer orders their food).

Examples of Consumer Advisory:

- *“Consuming raw or undercooked meats, poultry, eggs or seafood may increase your risk of foodborne illness, and can be dangerous to those who are children, elderly, pregnant mothers or immunocompromised.”*
- *“All meats are cooked to the required minimum temperatures. Upon request, we will cook to your specifications. However, consuming raw or undercooked meats may increase your risk of foodborne illness.”*
- *“Consuming raw or undercooked meats, poultry, seafood, shellfish, or eggs may increase your risk of foodborne illness, especially if you have certain medical conditions.”*

Note: These are only suggestions. Any of the above advisories are acceptable provided they contain the necessary information pertinent to your facility. If you have further questions or concerns, please contact Washington County Health Department at 240-313-3400.

Priority Assessment Worksheet

Facility Name:

Date:

Facility Address:

Phone Number:

Fax number:

E-mail address:

A priority assessment is an evaluation of the risk in a food service facility using the parameters established in the Code of Maryland Regulations 10.15.03.33C. A HACCP Plan is required for all high and moderate priority facilities. Please answer the following questions and submit along with a copy of your menu and General Food Preparation Information (page 5) to enable us to establish the priority of your facility.

Are you a food service facility connected with a health care facility (hospital, nursing home, etc)? Yes No

If not, what population do you serve? _____

Will you be preparing any of the following one or more days in advance of service?

- | | |
|---|--|
| <input type="checkbox"/> Beef | <input type="checkbox"/> Baked Goods |
| <input type="checkbox"/> Pork | <input type="checkbox"/> Sliced Fresh Fruit / Vegetables |
| <input type="checkbox"/> Poultry | <input type="checkbox"/> Cooked Vegetables |
| <input type="checkbox"/> Fish / Seafood | <input type="checkbox"/> Other: _____ |

Will you be preparing any of the following four hours or less in advance of service?

- | | |
|---|--|
| <input type="checkbox"/> Beef | <input type="checkbox"/> Baked Goods |
| <input type="checkbox"/> Pork | <input type="checkbox"/> Sliced Fresh Fruit / Vegetables |
| <input type="checkbox"/> Poultry | <input type="checkbox"/> Cooked Vegetables |
| <input type="checkbox"/> Fish / Seafood | <input type="checkbox"/> Other: _____ |

What types of food systems do you intend to use in your facility?

- | | |
|--|---------------------------------|
| <input type="checkbox"/> Cold Hold | <input type="checkbox"/> Cook |
| <input type="checkbox"/> Hot Hold | <input type="checkbox"/> Reheat |
| <input type="checkbox"/> Cooling | |
| <input type="checkbox"/> Other (please specify): _____ | |

Will you be selling commercially packaged food items directly to customers (bottled sodas, chips, etc.)?

Yes No

Will these packaged items be removed from the original, unopened package by the facility for further processing (such as portion control or microwave cooking)?

Yes No

OFFICIAL USE ONLY

Facility Priority: LOW MODERATE HIGH

Sanitarian: _____

Date Reviewed: _____

General Food Preparation Information

- 1. Ensure that all foods are obtained from approved sources. Please list all major suppliers and food distributors used. We encourage all food service facility managers to subscribe to the online USDA and FDA recall list.**
- 2. Specify how cross contamination from raw to cooked or ready-to-eat foods will be prevented.**
- 3. Indicate how frozen potentially hazardous food will be thawed.**
- 4. Indicate how potentially hazardous food will be cooled (i.e., ice baths, shallow pans, rapid chill).**
- 5. List the foods or categories of foods that will be prepared one or more days in advance of service.**
- 6. Specify whether any prepared foods are distributed off-premises (catering, delivery).**
- 7. Specify whether any foods are received in reduced oxygen or vacuum-sealed packaging (ROP).**
- 8. Provide facility policies for handling food service worker illness and complaints of patron illness.**
- 9. State whether water and sewer are on public or private systems.**
- 10. Will you be using time-only control for foods? (If yes, complete the Time-Only Request Form)**
- 11. Do you intend to serve raw or undercooked food items?**
- 12. Will your facility be preparing sushi rice? (Submit proof of proper rice acidification)**
- 13. Will your facility be pooling eggs (mixing raw eggs together) which will not be immediately cooked?**

HACCP Plan Form

Facility Name:

Prepared by:

CCP:

Cold Hold

Receive > Store > Prep > Serve

Receive > Store > Prep > Cold Hold > Serve

Critical limits:

Maintain product temperature at **41° F or below**.

Maintain product temperature at **38° F or below** for all vacuum-sealed meat and seafood products.

Monitoring:

Measure temperature at warmest part of the product every 2 to 4 hours.

Corrective Actions:

Re-chill if internal temperature has not exceeded 41° F for more than 2 hours. Discard if food has been out of temperature more than 4 hours or if the food temperature is not verifiable.

Equipment:

Menu items using this CCP:

HACCP Plan Form

Facility Name:

Prepared by:

CCP:

Cook

Receive > Store > Prep > Cook > Serve

Receive > Store > Thaw > Cook > Serve

Critical limits:

Cook foods to at least **165° F for 15 seconds** or the required minimum cook temperatures and times. (See attached chart)

Monitoring:

Check temperature when cook step is complete.

Corrective Actions:

If food has not reached proper temperature, continue cooking until internal temperature reaches the required minimum specified (see attached chart).

Equipment:

Menu items using this CCP:

Summary of Minimum Cooking and Reheating Food Temperatures and Holding Times

FOOD	MINIMUM INTERNAL TEMPERATURE		HOLDING TIME AT SPECIFIED TEMPERATURE
	°F	°C	
Shell eggs. Fish, meat, and all other potentially hazardous foods not listed in this table.	145	63	15 seconds
Shell eggs not prepared for immediate service, ratites, comminuted fish and meats, game animals commercially-raised for food, and injected meats.	145	63	3 minutes
	150	66	1 minute
	155	68	15 seconds
	158	70	< 1 second
Whole roasts (beef, corned beef, pork and cured pork roasts such as ham). Holding time may include post oven heat rise. Minimum oven temperature for roasts greater than 10 pounds is 250°F for dry heat. For roasts less than 10 pounds, minimum oven temperatures are 350°F for dry heat and 325°F for convection ovens. Oven temperature may be 250°F or less for high humidity cooking (relative humidity greater than 90 percent for at least 1 hour or in a moisture impermeable bag that provides 100 percent humidity).	130	54.4	112 minutes
	131	55	89 minutes
	133	56.1	56 minutes
	135	57.2	36 minutes
	136	57.8	28 minutes
	138	58.9	18 minutes
	140	60	12 minutes
	142	61.1	8 minutes
	144	62.2	5 minutes
	145	62.8	4 minutes
	147	63.9	134 seconds
	151	66.1	54 seconds
	155	68.3	22 seconds
	158	70	None
Poultry; stuffed meat, pasta, or poultry, and exotic bird species; wild game animals; and stuffing containing fish, meat, or poultry. Reheating chilled leftovers for 2nd day service.	165	74	15 seconds
Raw foods of animal origin cooked in a microwave oven.	165	74	Hold for 2 min. after removing from microwave
Fruits and vegetables cooked for hot holding, ready-to-eat commercially-processed foods, and hot held items.	135	57	None

Source: COMAR 10.15.03.10.A.(1)

HACCP Plan Form

Facility Name:

Prepared by:

CCP:

Hot Hold

Receive > Store > Prep > Cook > Hot Hold > Serve

Receive > Store > Thaw > Cook > Hot Hold > Serve

Critical limits:

Maintain product temperature at **135° F or above.**

Monitoring:

Measure temperature at coolest part of the product
every 2 to 4 hours.

Corrective Actions:

Reheat to a minimum of 165 °F for at least 15 seconds if product temperature has been below 135 °F for no more than 2 hours. Product must be discarded if it has been below 135 °F for more than 4 hours or time out of temperature is unknown.

Equipment:

Menu items using this CCP:

HACCP Plan Form

Facility Name:

Prepared by:

CCP:

Cool

Receive > Store > Cook > Cool > Reheat > Serve

Receive > Store > Prep > Cook > Cool > Reheat > Serve

Receive > Store > Thaw > Cook > Cool > Reheat > Serve

Critical limits:

Rapidly cool from 135°F to 70°F within 2 hours; and from 70°F to 41°F within an additional 4 hours (6 hours total). *Cold salads and canned meat must be cooled to an internal temperature of 41° F within 4 hours.

Monitoring:

Measure product temperature at 2 hours and 6 hours.

Corrective Actions:

Modify procedure as needed. Cooling methods may include ice paddle, ice bath, shallow pans, rapid chill, refrigeration, or freezing. If not cooled to 41° F within 6 hours, product must be reheated to 165° F or discarded.

Equipment:

Menu items using this CCP:

HACCP Plan Form

Facility Name:

Prepared by:

CCP: **Reheat**

Receive > Store > Cook > Cool > Reheat > Serve

Receive > Store > Prep > Cook > Cool > Reheat > Serve

Receive > Store > Thaw > Cook > Cool > Reheat > Serve

Critical limits:

Potentially hazardous foods are to be reheated within two hours to a **minimum internal temperature of 165° F or above for at least 15 seconds** for a food that has been cooked, cooled, and refrigerated before being placed into hot holding equipment.

If using a microwave oven, foods must reach a minimum internal temperature of 165° F for at least 15 seconds (within 2 hours or less) and kept covered for 2 minutes before serving.

Monitoring:

Measure temperature at coolest part of the product.
Monitor the elapsed time it takes to reheat product.

Corrective Actions:

If product does not reach the required minimum temperature within 2 hours, the food must be discarded.

Equipment:

Menu items using this CCP:

HACCP Plan Form

Facility Name:

Prepared by:

CCP: **CATERING** for Off-Site Temporary Events

Receive > Prep > Cook > Store > Transport > Serve > Discard

Receive > Store > Transport > Prep > Cook > Serve > Discard

Critical limits:

Maintain product temperature at **135° F or above** for all Hot-Held food items.

Maintain product temperature at **41° F or below** for all Cold-Held food items.

Off-site cooking required at **165° F for 15 seconds** or the required minimum cook temperature and time.

Monitoring:

Measure temperatures at coldest/warmest part of the product every 2 to 4 hours.

Corrective Actions:

Product temperatures must be reheated to 165° F for a minimum of 15 seconds, or discarded within 4 hours.

Equipment*:

Cold-hold methods may include but are not limited to: refrigeration, shallow pans, rapid-chill, and ice baths.

Hold-Hold methods may include but are not limited to: chaffing dishes, warming cabinets, and crockpots.

**All Cooking equipment used shall be NSF-Approved or labeled as Commercial-grade use.*

Menu items using this CCP:

HACCP Plan Form

Facility Name:

Prepared by:

CCP:

Critical limits:

Monitoring:

Corrective Actions:

Equipment:

Menu items using this CCP:



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Time Only Request Form

Time-only temperature control allows the facility to maintain food items at ambient temperatures under special conditions. **See COMAR 10.15.03 Regulation .08 for specific details.**

The approving authority may approve the use of time-only, rather than time in conjunction with temperature for food protection.

Before using time-only while holding or preparing a potentially hazardous food, a written request is submitted to and approved by the approving authority for a specific food under specific conditions of preparation and service.

FOOD/MENU ITEMS:

RECORD KEEPING PROCEDURES: (attach all record keeping forms)

PROCEDURES FOR IDENTIFYING FOOD FOR USE OR DISCARD:

For Office Use Only:

Facility Permit Number:

Reviewed by Sanitarian:

Written Procedures for Employee HACCP Training

All employees will be trained to use the approved HACCP plan prior to beginning food preparation and periodically as needed. Training will include identification of the processes that are critical control points, how these processes will be monitored, and what corrective actions must be taken when critical controls are violated (cooling/reheating/discard).

The approved HACCP plan will be available in the food preparation area at all times.

Temperature logs will be used to monitor product temperatures during the preparation process. These completed logs will be maintained in the food preparation area, and held for review by management, as part of the HACCP monitoring system.

– OR –

If food temperature logs are not used, temperatures are to be taken daily at opening and closing, also at regular intervals every 2 to 4 hours during facility operation.

Training in basic sanitation will include hand washing procedures and methods for cleaning and sanitizing utensils, equipment, and food preparation surfaces.

All employees will be trained to use and calibrate a metal stem thermometer, and will be required to check and recalibrate thermometers as often as deemed necessary. (see next page)

**NOTE: Use of logs for record keeping is strongly encouraged, but not required, as long as the facility can demonstrate temperatures are routinely monitored, as described in the HACCP plan, and specified corrective actions are taken when critical limits are not met.*

Written Instructions for Employee Training on HACCP Procedures

The following is an example of a format which may be used to demonstrate employee training and understanding of basic food safety principles. It is not intended to be an all inclusive document but only an example. This format may be used by your facility or you may develop employee training procedures in another format.

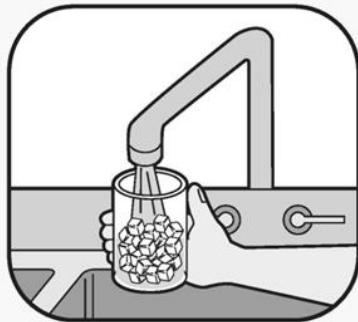
<i>Employee name:</i>	<i>Employee initials</i>	<i>Supervisor initials</i>	<i>Date</i>
<i>Please initial each line indicating that you have received and understand the following information</i>			
You play a large part in the safety of the food prepared for our customers. Therefore, we feel that it is critical that you understand the following to keep our customers as safe as possible. It is your job to help us protect our foods.			
Foodborne illness most often results from improper temperature control, cross contamination, and poor personal hygiene.			
Improperly washed hands can contaminate foods with a host of pathogenic microorganisms including fecal bacteria. Do not touch any foods that are ready-to-eat with your bare hands. Wash your hands then put on a new, clean pair of gloves or use a utensil, like tongs, to handle foods.			
Microorganisms can find harborage in small crevices so no jewelry is to be worn other than a plain, smooth ring such as a wedding band. Jewelry can also fall into food and create a choking hazard.			
Many illnesses can be transmitted through food. If you are sick with anything from diarrhea to a runny nose you must report to your supervisor.			
Potentially hazardous foods require temperature control because the food is capable of the rapid and progressive growth of microorganisms that can make people sick.			
Eggs, meats, fish, and cut fruits are examples of potentially hazardous foods			
The temperature danger zone is all temperatures between 41-135°F. Many dangerous bacteria multiply rapidly at these temperatures. Keep foods cold (below 41°F) or hot (above 135°F) but not in between.			
Undercooked foods can make people very sick. Be sure that you know the minimum required cook temperatures and take temperatures to be sure that they reach these temperatures			
Cross-contamination occurs when things like bacteria and viruses are transferred from one food or surface to another. Avoid cross-contamination by washing hands frequently and thoroughly, change gloves often and when switching from one food or task to another, sanitize all surfaces and utensils before and after use and in between uses (especially if switching between raw and ready-to-eat foods.			
Contamination is the presence of harmful substances in food. Be sure to keep chemicals and cleaning products far away from areas where food is prepared. Monitor equipment carefully to help ensure that parts like screws and metal pieces do not fall into the food.			
A surface is clean when it is free of debris. A surface is sanitized when the microorganisms have been reduced to a level considered safe. It is not enough for food contact surfaces (plates, silverware, tables, drinking cups, etc.) to be clean, they must also be sanitized.			
Know the type of sanitizer your facility uses and the concentration that it should reach. Know where the test kit is to test the sanitizer concentration and be able to use it to determine if you are sanitizing the surfaces according to regulations.			
Read, understand, and follow the HACCP Plan developed by your facility to help keep food safe			
Know and perform routine cleaning tasks on schedule to keep the building and equipment clean and prevent pests from finding a home in your facility			
Store foods properly. Makes sure that it is at a safe temperature and stored in a manner which prevents it from becoming contaminated.			
Do not smoke or eat while you are in the food preparation area. You may accidentally contaminate the food.			

HOW TO CALIBRATE A THERMOMETER

Thermometers should be calibrated regularly to make sure the readings are correct. The ice-point method is the most widely used method to calibrate a thermometer.

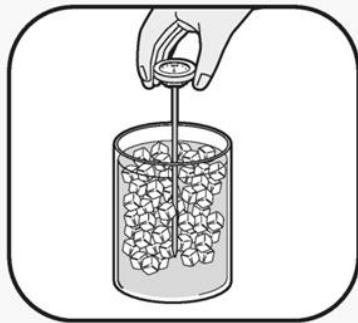
Using the Ice-Point Method to Calibrate a Thermometer

1



Fill a large container with crushed ice. Add clean tap water until the container is full. Stir the mixture well.

2



Put the thermometer stem or probe into the ice water. Make sure the sensing area is under water. Wait 30 seconds or until the reading stays steady.

3



Adjust the thermometer so it reads 32°F (0°C). Hold the calibration nut securely with a wrench or other tool and rotate the head of the thermometer until it reads 32°F (0°C).



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3 - Compartment Sink: Manual Cleaning and Sanitizing of Equipment and Utensils

WASH

(Sink 1)

- Water temperature at least 110°F
- Wash with detergent
- Wash solution must be clean & at proper temperature throughout operation



RINSE

(Sink 2)



- Rinse under running water

SANITIZE

(Sink 3)

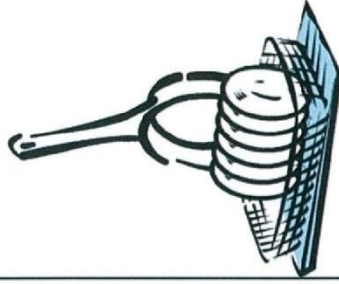
- Soak in sanitizer for at least 1 minute at proper concentration:
 - Chlorine**
50 - 100 ppm
 - or
 - Quaternary ammonium**
200 ppm

- Use test strips to check concentration



AIR DRY

- Do not towel dry

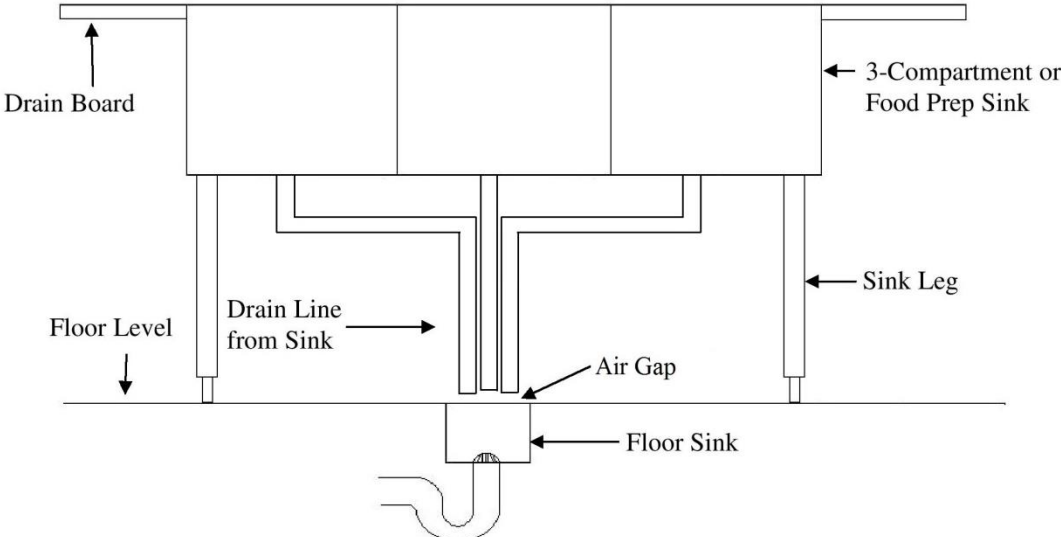


PRE-WASH

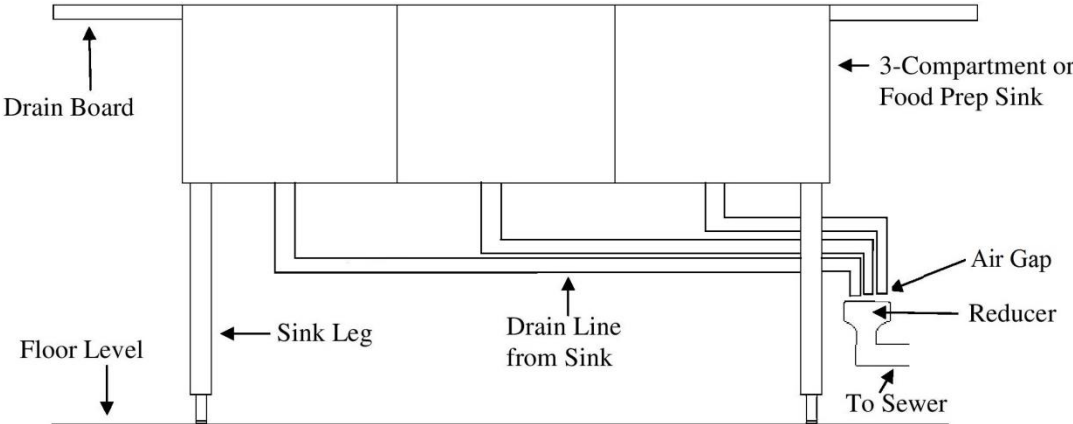
- Scrape or flush out large food particles before washing



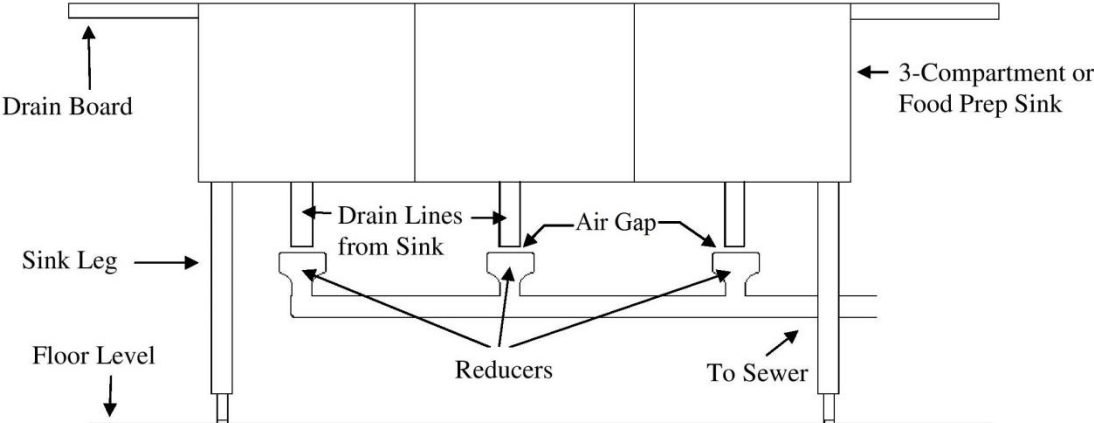
Indirect Drain Connections for Food Prep and Ware Washing Sinks



Indirect Drain Connection Using a Floor Sink



Indirect Drain Connection Using One Reducer



Indirect Drain Connection Using Three Reducers

NOTE: Must provide an "air gap" at least 1 1/2 times the diameter of the pipe used.

STOP

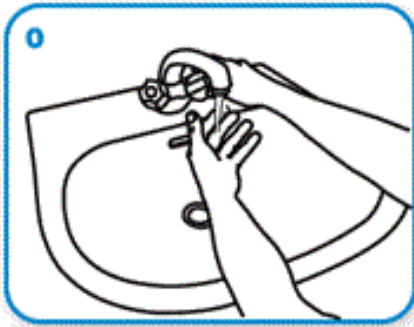
**HEALTH REGULATIONS REQUIRE THAT YOU
WASH YOUR HANDS!**

- **BEFORE STARTING WORK (INCLUDING AFTER BREAKS)**
 - **AFTER VISITING TOILET**
 - **WHEN SOILED BY WORK**

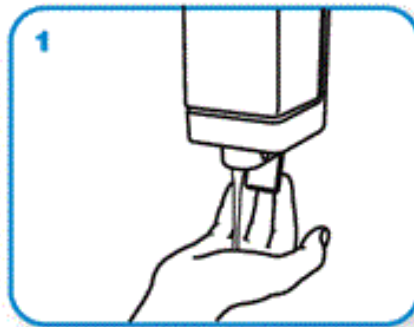


METHOD OF HAND WASHING

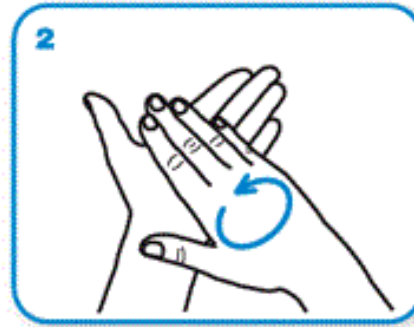
- Use SOAP and WARM, RUNNING WATER
- WASH your hands vigorously
- WASH ALL SURFACES, including:
 - ❖ backs of hands
 - ❖ wrists
 - ❖ between fingers
 - ❖ under fingernails
- RINSE well
- DRY hands with a paper towel (or automatic hot air dryer in bathrooms)
- Turn off the water handles using a PAPER TOWEL instead of bare hands



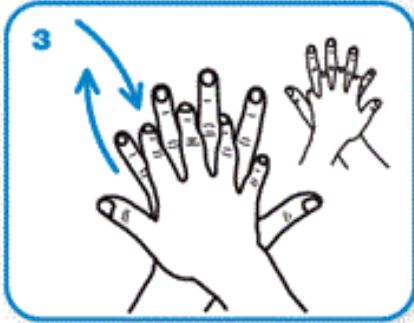
Wet hands with water



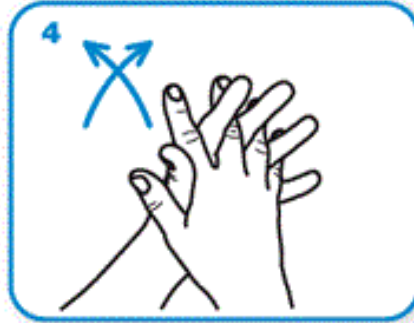
apply enough soap to cover all hand surfaces.



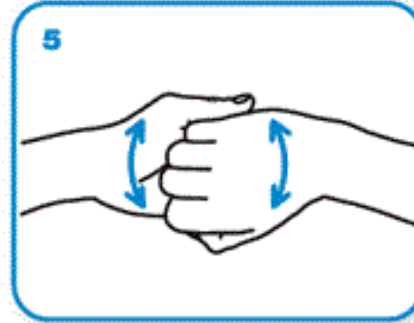
Rub hands palm to palm



right palm over left dorsum with interlaced fingers and vice versa



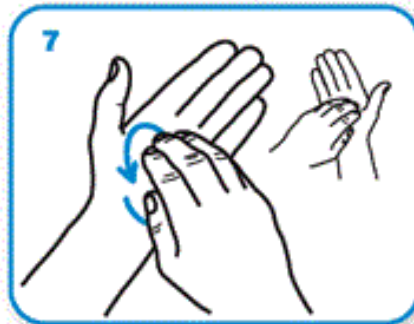
palm to palm with fingers interlaced



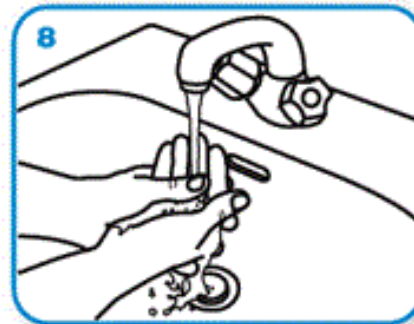
backs of fingers to opposing palms with fingers interlocked



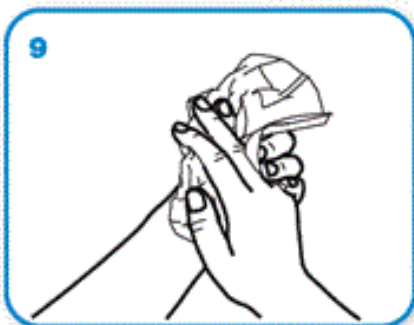
rotational rubbing of left thumb clasped in right palm and vice versa



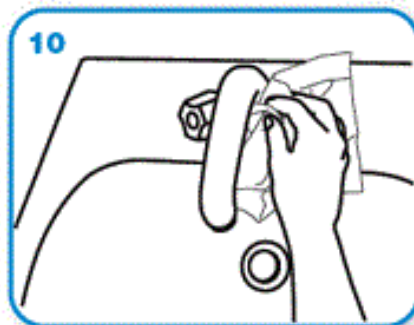
rotational rubbing, backwards and forwards with clasped fingers of right hand in left palm and vice versa.



Rinse hands with water



dry thoroughly with a single use towel



use towel to turn off faucet



...and your hands are safe.