

CALVERT COUNTY HEALTH DEPARTMENT
DIVISION OF ENVIRONMENTAL HEALTH

P.O. Box 980
Prince Frederick, Maryland 20678

David L. Rogers, MD, MPH
Health Officer

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Phone (410) 535-3922
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www.calverthealth.org

STATE OF MARYLAND

December 30, 2008

Dear **Food Service Facility Applicant**,

The packet of information attached to this letter informs the applicant of the basic requirements for plan review submittals for all new, remodeled, and additions to food service facilities in Calvert County **on public water and sewerage**. The information outlined is required to begin the plan review process by the Calvert County Health Department, Food Program. **All of the plan review materials must be submitted to the Bureau of Utilities located at 150 Main Street, Suite 205, Prince Frederick, MD 20678.**

The plan review process generally takes one to three weeks to complete, depending upon the complexity of the plan submitted. Incomplete plans will not be reviewed and will be returned to the Bureau of Utilities. The process **will take longer** to complete if the plans do not meet the regulations set forth in the Code of Maryland Annotated Regulations 10.15.03 and other applicable standards. If the plan does not meet the regulatory standards, a letter of denial will be issued to the contact person listed on the plan review submittal form (**please be sure that a valid address is provided**). It is the responsibility of the applicant/contact person to notify all parties of the plan review outcome. If a plan is approved or contingently approved, one copy of the stamped plans will be returned to the applicant with an accompanying letter indicating the outcome of the plan review. If the plan is contingently approved, all other agencies must be notified of the contingencies for this approval. The letter of approval must remain attached to the plans. The stamped plans, with accompanying letter, must remain onsite during construction and must be available to the sanitarian at the time of inspection. Failure to comply with the submitted plans, contingencies, or to have the plan onsite at the time of inspection may result in an inspection denial and/or refusal to issue the operating permit for the facility. It is important to **not** receive food into the facility until the Calvert County Health Department representative and the Inspections and Permits Division has approved the receipt. Failure to obtain these approvals may result in the destruction and discard of the food items onsite. All refrigeration, freezer, and hot holding units must be within the acceptable temperature ranges and operational at the time of inspection.

If you have any questions, please contact me at the telephone numbers listed above.

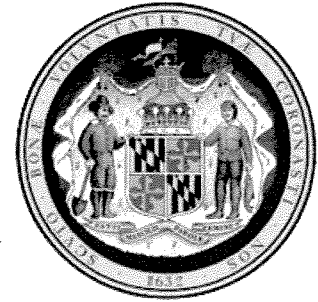
Sincerely,

Lisa A. Laschalt, R.S., M.P.H.

Lisa A. Laschalt, R.S., M.P.H.
Food and Community Protection
Program Supervisor



Calvert County Health Department
Division of Environmental Health
Food and Community Protection Program
Food Facility Plan Review Submittal Form



Date: _____

AP#: _____

PROJECT:

Facility Name: _____

Address of the Proposed Facility:

Description of Work: New Construction Remodel/Repair Addition Prototype

Plan Review Materials Submitted (*all must be submitted*):

- Food Facility Permit Application HACCP (Food Safety Plan) and Menu
 5 Complete Set of Architectural Plans Equipment Specifications Seating Capacity _____

APPLICANT:

Applicant's Name: _____ Telephone #: _____

Facility Owner: _____ Telephone #: _____

Owner's Address _____

Architect: _____ Telephone #: _____

Signature of Applicant: _____

Maryland State Prototype Approval (as applicable): Date Approved _____ (must provide a copy of the approval letter and Maryland State stamped plans)

OFFICIAL USE ONLY

Action:

- Plan Approved by the Bureau of Utilities _____ Date: _____
 Denied/Awaiting Revision
 Approved with contingencies
 Approved
 Inspection Completed/Operating Permit Issued _____ Date: _____
_____ Date: _____

Lisa A. Laschalt, R.S., M.P.H
Food and Community Protection Program Supervisor

(Applications, Plan Review Guidelines, and HACCP Forms may be obtained at www.calverthealth.org)

Amount Due:	_____
Date Paid:	_____
Pd By:	_____

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Division of Environmental Health
P.O. Box 980
Prince Frederick, MD 20678
410-535-3922/301-855-1557
Fax# 410-535-5252
www.calverthealth.org

APPLICATION FOR LICENSE TO OPERATE A FOOD ESTABLISHMENT

Application is hereby made to operate a food establishment in accordance with the Annotated Code of Maryland-Health General Article Governing Food Establishments. A Permit Fee for Permanent Food Establishments for High Priority is \$340, Moderate Priority is \$230, Low Priority is \$180 and Seasonal Food Establishments is \$180. These fees must accompany those applications. Please make all checks payable to the Calvert County Health Department.

PLEASE PRINT OR TYPE

I. Type of Application: NEW _____ CHANGE OF OWNERSHIP _____ RENEWAL _____

Name of Facility: _____

Facility Physical Address: _____

Mailing Address: _____

Facility Phone# _____ Owners Phone# _____

Fax # _____ E-mail Address: _____

Contact Person: _____

Owner of Business: _____
(Please Print)

Owners Signature: _____

Former Name of Business if Applicable: _____

II. Check Applicable Operation Proposed: Permanent _____ Seasonal _____
(4 Month Consecutive Operation or Less)

Normal Days/Hours for Business Operation: _____
(Specify Starting Mo/Day & Ending Mo/Day if Seasonal)

Check Type of Establishment: (Check all that apply)

Restaurant _____	Mobile Unit _____	School _____
Hospital _____	Caterer _____	Grocery _____
Nursing Home _____	Other _____	

(Please Describe)

Water Supply: Public _____ Private _____ Sewerage: Public _____ Private _____

OFFICIAL USE ONLY: License Number: _____ License Issued: _____

Date HACCP Approved: _____ Approved By: _____

Priority: High _____ Moderate _____ Low _____

III. Mobile Unit: Make _____ Model _____ Color _____ Year _____

Tag Number: _____ Serial Number: _____

Owner: _____

(Name, Address, Phone Number)

Special Markings: _____

(Names, Numbers Etc.)

Food to be Sold: _____

IV. Source of Food: _____

(Name of Supplier, Grocery, Restaurant or Commercial Distributor)

Type of Food Service System: (Check all that apply)

_____ Cook, Serve

_____ Cook, Hot Hold, Serve

_____ Cook, Chill, Reheat, Hold, Serve

_____ Cold, Hold, Serve

_____ Commercially Packaged Food Only

_____ Other: _____

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STATE OF MARYLAND

**OVERVIEW OF GUIDELINES FOR SUBMITTING PLANS FOR A NEW OR REMODELED
FOOD SERVICE FACILITY TO THE CALVERT COUNTY HEALTH DEPARTMENT**

General: A food service facility shall submit properly prepared plans and specifications for construction, remodeling, or alterations to a food service facility in accordance with Health General Article §21-321, Annotated Code of Maryland.

Based on our present understanding of your proposed operation, the following information must be included in the plans submitted to this office:

1. Drawings in horizontal section of the proposed facility drawn to scale (1/8 or 1/4" per foot). The drawing must identify the separate work areas and the location of all food equipment.
2. A description of the building's construction type, such as wood frame, masonry, metal siding on steel, or concrete tilt-up construction.
3. A complete list of the proposed food equipment. The separate equipment items must be numbered on the list, and the corresponding number assigned to the item on the drawing in horizontal section so as to allow easy identification.
4. A finish schedule that includes the material of construction of the walls, floors, coved base, and ceilings of all areas.
5. A plumbing layout and/or riser diagram, which indicates the proposed location of all fixtures such as hand sinks, toilets, utility sinks, floor drains, floor sinks, hub drains, hose stations, and backflow preventers.
6. The method of sewage disposal, including grease trap information, and the source of potable water.
7. A detailed description of the proposed ventilation system. The system must ensure adequate air exchange, ventilation, and air balance. Information on the kitchen hood systems must include documentation of the listings, such as NSF-2, UL-710, and NFPA-96, and must list exhaust and supply air volumes.
8. Equipment specifications of all proposed food equipment, including documentation of applicable listings, such as NSF, BISSC, UL (sanitation), CRMA, and 3A standards.
9. An Operations Manual and Standard Operating Procedures that address manufacturing practices, employee training, and plant sanitation.
10. A lighting schedule.
11. The method of refuse storage and disposal.
12. The proposed food service facility Priority Assessment. This information is listed in the "Guidelines for Submitting a Hazard Analysis Critical Control Point (HACCP) Plan." For a facility that this Department classifies as High or Moderate Priority, a complete HACCP Plan must be submitted.

13. For a proposed retail food processing plant (food facilities who produce and ship their items to other retail food service facilities), a detailed description of all planned food processes must be provided. Ingredient source and receiving, processing steps, labeling, and transportation must be described. A product flow chart and HACCP evaluation may be required for certain facilities.
14. For catering facilities, transportation and HACCP procedures must be provided for off-site food service.

List of Acronyms:

BISSC: Baking Industry Sanitation Standard Committee
CRMA: Commercial Refrigerator Manufacturers Association
HACCP: Hazard Analysis Critical Control Point
NAMA: National Automatic Merchandizing Association
NSF: National Sanitation Foundation
UL: Underwriters Laboratories
NFPA: National Fire Protection Association

Food Service Facility Plan Review Requirements

The following requirements pertain to any situation where a food service facility is constructed or materially altered, or when an existing structure is converted for use as a food service facility. Properly prepared plans and specifications for the construction, remodeling or alteration, showing layout, arrangement, and construction materials, and including information on equipment, scope of operation and, in some instances, specific details of proposed methods of food processing must be submitted to, and be reviewed and approved by this office before the work is begun.

A. Classification of Facility: In order for this Department to evaluate the potential risk for a food borne illness to occur in the proposed food service facility, the following information is required:

1. Describe the clientele to be served.
2. Submit a proposed menu or a written description of foods which will be prepared and served.
3. Indicate the type of food service system(s) proposed, i.e. cook-serve, cook-hot hold-serve, cook-chill-reheat-hot hold-serve, etc.

After reviewing the above information, a priority assessment (high, moderate or low) will be assigned to your facility. If your facility is assigned a low priority, proceed to Section D.

B. Hazard Analysis: For each type of food service system proposed, (cook-chill-serve, cook-hot hold-serve, etc.) submit a flow process diagram which includes the following:

1. Identify the critical control points for each flow process. A critical control point is the step or steps involved in the preparation of food where the potential for the introduction or the growth of pathogenic microorganisms exists.
2. Indicate how each critical control point will be controlled and monitored.
3. Submit written procedures as to how the food will be handled if the critical control point is not under control due to:
 - a. Employee error
 - b. Equipment malfunction
 - c. Power failure, etc.
4. Provide written procedures for training employees regarding the plans in 1-3 above.

C. Layout of Facility:

1. Submit a floor plan showing that the flow of food through the facility allows for temperature control, product integrity and minimal potential for cross contamination.
2. Indicate that adequate preparation and storage space is provided.
3. Position equipment to allow for easy cleaning and maintenance.

- D. Finish Schedule: Specify by areas. Finishes must, in general be smooth, easily cleanable, durable, grease resistant. (Refer to the Regulations for specific requirements.)
1. Floors. Specify material. Sample may be required.
 2. Base. Specify coving for concrete, quarry tile or ceramic tile floors. Specify all other floor/wall junctures to be closed.
 3. Walls. Specify materials and finish. Samples of vinyl or wood wall coverings may be obtained.
 4. Specify that all piping, conduit bx cable and similar construction will be either located inside a wall, sealed to the wall, or installed with a minimum $\frac{3}{4}$ inch space from the wall.
- E. Doors: Specify that all doors to the outside area are self-closing and rodent proof. Include a statement that there will be no opening of 1/32 inch, or greater, in or around the doors. During hours of non-operation, all access to facilities located in shopping malls must be rodent-proof.
- F. Lighting: Specify that a minimum of 50 foot-candles of shielded light will be provided at all work surfaces in storage areas, food preparation areas, and utensil washing areas. Specify that a minimum of 20 foot-candles of light will be provided in toilet rooms, locker rooms, in garbage and rubbish storage areas and in dining areas during cleaning.
- G. Cooking Exhaust Ventilation: Submit complete scaled shop drawings of each exhaust hood showing position of cooking equipment and indicate rating of exhaust fan in cubic feet per minute. Cooking exhaust ventilation systems must conform with the requirements of the State Ventilation Guidelines.
- H. Toilet Facilities:
1. Location. Restrooms shall be adequate and conveniently located and shall be accessible to employees at all times.
 2. Toilet facilities shall be installed in accordance to all applicable State and local laws, ordinances and regulations.
 3. Off-site restrooms within 300 feet of the food service facility which are accessible without going outside, are acceptable for food service facilities with a gross floor area of 500 square feet or less.
 4. Public restrooms are required when customer seating is provided.
 5. Restroom doors must be self closing.
 6. Provide mechanical exhaust ventilation sized at a minimum of 2 cubic feet per minute per square foot of floor area. Fan must exhaust directly to the outside of the building.
 7. Provide waste receptacles in each toilet room. Receptacles(s) in the women's toilet room must be covered.
- I. Hand washing Facilities:
1. Indicate location(s) on plans. Hand washing facilities are required in the following locations:
 - a. In, or adjacent to, toilet facilities.
 - b. In each food preparation, utensil washing and food handling area.

2. Provide a mixing valve for hot and cold water or combination faucet.
3. Provide splash guards, as necessary, when hand sink is installed adjacent to any food preparation or storage area.
4. Soap, paper towels and trash receptacles must be provided at all handsinks.

J. Equipment:

1. Complete list of manufacturer and model number. Must be National Sanitation Foundation (NSF) approved or the equivalent.
2. For custom built equipment by a NSF listed manufacturer, specify "Custom. To be built to all applicable NSF standards", and specify the manufacturer's name. Shop drawings may be required.
3. For custom built equipment by a non-NSF listed manufacturer, submit complete shop drawings showing intended compliance with the applicable NSF standards.
4. Floor plan. Show equipment either sealed to adjacent surfaces, placed on NSF approved casters, or spaced for easy cleaning.
5. Specify that all floor mounted equipment will be either placed on NSF approved 6inch legs or properly spaced from adjacent equipment or walls, or placed on NSF approved casters, or properly sealed to the floor.
6. Indicate that all counter mounted equipment weighing in excess of 80 pounds will be placed on NSF approved 4 inch legs, or properly sealed to the counter and all adjacent surfaces.
7. Shelving intended for storage or holding of open foods or utensils must be a minimum of 18 inches from the floor.
8. The floors of walk-in boxes are to be graded to drain to the outside through a waste pipe, doorway, or other opening when flushing with water is the method of cleaning.
9. No overshelves or salamanders are allowed above cooking surfaces.
10. Submit shop drawings for all food guards.
11. All equipment must be adequate for operational needs and sized accordingly.

K. Utensil Washing:

1. Three compartment sink.
 - a. Must be equipped with integral left and right drainboards or approved dish carts.
 - b. Indicate that sink will be sufficient in size to accommodate the largest pot, pan, or utensil.
 - c. If two compartment sink is proposed, submit the name of the United States Department of Agriculture approved detergent sanitizer and indicate that no-grease-producing foods are prepared in the establishment.

2. Dishwashers.
 - a. A pressure gauge is required immediately up-stream from the final rinse control valve and downstream from a line strainer. The pressure gauge must read between 15psi and 25 psi. The gauge must be installed on a ¼ inch IPS pet-cock.
 - b. If a hose spray is used for the scraping operation, indicate that it will be equipped with a Watts N9 or equivalent atmospheric type backflow preventer
 - c. Undercounter dishwashers must be installed on NSF approved 6 inch legs or NSF approved casters.

- L. Plumbing: Must conform with requirements of the State or Local plumbing authority.
 1. Indirect connections are required for the following:
Dishwashing machines, multi-compartment and food preparation sinks, refrigerators, steam kettles, potato peelers, ice machines, walk-ins, and all food service equipment which generate waste.
 2. Indicate open site drain with a minimum one-inch air gap.
 3. Indicate separate drains from each compartment of multi-compartment sink to an open site drain.
 4. All submerged water inlets and hose bibb connections must be protected by a properly installed vacuum breaker or other backflow prevention device as approved by the plumbing authority.

- M. Storage: Specify shelving, dunnage racks, etc. by manufacturer and model number. Must be NSF approved, or the equivalent.

- N. Utilities: Specify-
 1. Water-Public or private supply.
 2. Sewage-Public sewer or septic tank.

- O. Dressing Rooms and Lockers: Specify location and type.

- P. Refuse Storage: Note type of facilities on plans. Specify that outside storage of refuse will be in rodent proof containers located on a paved surface.

- Q. Mop Sink: Specify location. Indicate location for the hanging storage of mops and brooms.

- R. Chemical Storage: Specify type of facilities and location.

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Guidelines for Submitting a Hazard Analysis Critical Control Point (HACCP) Plan

Health-General Article, §21-321, Annotated Code of Maryland, and the Code of Maryland Regulations (COMAR) 10.15.03 Food Service Facilities require that plans and specifications be submitted to the Department when a person proposes to construct, remodel or alter a food establishment, or convert or remodel an existing building for use as a food establishment. Plans and specifications for the building and equipment, and information regarding the foods to be prepared, processed, or manufactured are required. This information will be used to classify the facility as high, moderate, or low priority. Definitions of priority assessment levels are found in COMAR 10.15.03.33C.

A HACCP plan is required for all high or moderate priority facilities. *Facilities which serve only hand dipped ice cream or commercially packaged potentially hazardous foods do not require a HACCP plan.* The following information is intended to assist you in providing the necessary information for both priority assessment and HACCP plan development.

Contents

- A. Priority Assessment Information
- B. General Food Handling Information and Procedures
- C. HACCP Plan Required Contents
- D. HACCP Plan Formatting Instructions
- E. Obtaining Maryland Retail “Food Service Facility” Regulations
- F. Model HACCP Formats and Sample Written Employee Training

A. Priority Assessment Information

1. *Menu or foods* – Provide a copy of the menu or a written description of the foods to be prepared and served.
2. *Food service system* – Specify the food preparation and service systems you will use, i.e. cook-serve, cook-chill-reheat-hot hold-serve, cold hold-serve.
3. *Population served* – Specify whether you serve food in a health care facility, as defined in COMAR 10.15.03.02B(38).

B. General Food Handling Information and Procedures (only required for facilities classified as “high” or “moderate”):

1. Describe how you will ensure that all foods are obtained from approved sources.
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 more than 12 hours in advance of service.
6. Specify whether any prepared foods are distributed off-premises.
7. Specify whether any refrigerated foods are received which require storage temperatures below 41°F.
8. Indicate whether reduced oxygen packaging of food, as defined in COMAR 10.15.03.02B(63), will be conducted onsite.
9. Include specific information for any processes or procedures which incorporate:
 - “Time-only” control (see COMAR 10.15.03.08),
 - “Pooling” of eggs (see COMAR 10.15.03.09D), and/or
 - Serving raw or undercooked animal foods (see COMAR 10.15.03.10 C, D & F).

C. HACCP Plan Required Contents

The plan must include:

1. Identification of Critical Control Points (CCP). CCPs generally include cooking, cooling, reheating, cold holding, and hot-holding, but other steps may be included if needed for a specific food. Note that cold food preparation, like chopping, mixing and slicing, *is not* a CCP step. Hazards are controlled during those processes by following Good Retail Practices (GRPs), sometimes referred to as Standard Operating Practices (SOPs).
2. Critical limits for each CCP.
3. Monitoring procedures for each CCP.
4. The corrective action that will be taken if there is a loss of control at a CCP due to such factors as employee error, equipment malfunction, or power failure
5. Verification procedures that will ensure proper monitoring of each CCP such as calibration of cooking and holding equipment and thermometers, and maintenance and review of records such as temperature logs. Using logs for record keeping is strongly encouraged, but not required, as long as the facility can demonstrate that temperatures are routinely monitored, as described in the HACCP plan, and that specified corrective actions are taken when critical limits are not met.
6. A list of equipment used to support the proposed food service systems and maintain control at each CCP.
7. Written procedures for employee training on HACCP procedures (see attached example in section "F").

D. HACCP Plan Formatting Instructions

The HACCP plan for your facility should be developed in a format which is easy for your employees to use. Once approved, this document must be readily available in the food preparation area of each facility. Examples of acceptable methods include:

1. Listing each CCP separately, with the menu items that utilize the CCP, the critical limits, monitoring procedures, corrective action, verification methods for that CCP, and the equipment used to control the CCP (see attached example #1),
2. Using a HACCP flow diagram and chart for selected menu items or groups of menu items (see attached example #2),
3. Incorporating each CCP and the monitoring, corrective actions, and equipment used, directly into the recipe or preparation instructions (see attached example #3), or
4. Using the "Process Approach" as advocated by the US Food and Drug Administration. (see attached example #4).

E. Obtaining Maryland Retail "Food Service Facility" Regulations (COMAR 10.15.03, effective 12/17/07):

- Via online access- go to this link and follow the directions below:

<http://www.dsd.state.md.us/comar/comar.htm>

1. Click on the 3rd or bottom red circle on the main search page of the COMAR website (see link above) and search by "Access through table of contents structure",
2. From the drop down list, select: Title 10 "Department of Health and Mental Hygiene",
3. Click on: Subtitle 15, "Food",
4. Click on: 10.15.03 "Food Service Facilities". From this page, you must click on each of the 39 individual regulations separately to view the entire text.

- For a paper copy- contact the local health department in your area.

F. Model HACCP Plan Formats (Examples #1-4) and Sample Written Employee Training Procedure (see following pages):

410-535-3922 • Fax 410-535-5252

Toll Free 1-877-4MD-DHMH • TYY for Disabled - Maryland Relay Service 1-800-735-2258

Web Site: www.calverthealth.org

Model HACCP Plan - Example #1 (Listing CCPs Separately)

(shown for "Cooling" step)

CCP: COOLING

CCP and Critical Limits:

Foods are cooled from 135° F to 70° F within 2 hours, and from 70° to 41° F within an additional 4 hours.

Monitoring:

Internal product temperature of food is taken at 1.5 and 6 hours with a metal stem thermometer.

Corrective Actions:

If food is not $\leq 70^{\circ}$ F at 1.5 hours, food will be iced, stirred, or broken into smaller containers. Food that has not reached 41° F within 6 hours will be discarded.

Verification:

Review cooling logs. (Note: An alternate method would be for the supervisor to visually observe that temperatures are taken at the proper times and, if not taken or not satisfactory, that corrective actions listed above are taken.)

Equipment:

Blast chiller, Walk-in cooler

Menu items using this CCP:

Fried chicken (cook, hot hold, ***cool***, prepare for salad, cold hold, serve)

Macaroni and Cheese (cook, hot hold, ***cool***, reheat, hot hold, serve or discard)

Mashed Potatoes (cook, hot hold, ***cool***, reheat, hot hold, serve or discard)

Rice (cook, hot hold, ***cool***, reheat, hot hold, serve or discard)

Model HACCP Plan - Example #1 (continue, shown for "Cooking" step)

CCP: COOKING

CCP and Critical Limits: Foods are cooked to temperature below for specified time:

Shell eggs cooked for immediate service, fish, meat, and all other potentially hazardous food not specified below cooked to **145°F for 15 seconds**.

Shell eggs cooked other than for immediate service, ground fish and meats, commercially raised game animals, and injected meats cooked to **155°F for 15 seconds**.

Whole roasts (for rare roast beef) cooked to **130°F and held for at least 112 minutes**.

Poultry; stuffed meat, stuffed pasta or poultry; or stuffing containing fish meat, or poultry cooked to **165°F for 15 seconds**.

Raw animal foods cooked to **165°F and held for 2 minutes**, when using microwave oven for cooking.

Fruits, vegetables, and commercially processed food for hot holding cooked to at least **135°F**.

Undercooked seared beefsteak cooked to **145° F for 15 seconds, must have a "cooked" color change on surface**, and regulatory approval of process used.

Monitoring:

Internal product temperature of food is taken at completion of cooking time using a thermocouple with a metal probe.

Corrective Actions:

If food has not reached required temperature for the specified time, continue cooking. Recheck temperature after additional cooking to make sure standard is reached.

Verification:

Review cooking temperature logs. (Note: An alternate method would be for the supervisor to visually observe that temperatures are taken at the proper times and, not satisfactory, food is returned to the cooking equipment until the required time and temperature standards are met.)

Equipment: Oven, Range

Menu items using this CCP:

Fried chicken (**cook**, hot hold, cool, prepare for salad, cold hold, serve)

Macaroni and Cheese (**cook**, hot hold, cool, reheat, hot hold, serve or discard)

Mashed Potatoes (**cook**, hot hold, cool, reheat, hot hold, serve or discard)

Rice (**cook**, hot hold, cool, reheat, hot hold, serve or discard)

HACCP Plan (Example #1 Form)

CCP: _____

CCP and Critical Limits:

Monitoring:

Corrective Actions:

Verification:

Equipment:

Menu items using this CCP:

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Web Site: www.calverthealth.org

Model HACCP Plan - Example #2 (Chart Method)

Facility: ABC Restaurant **Preparer:** Don Smith **Date:** 00/00/00

Food Item: Chicken Noodle Soup

Flow diagram or descriptive narrative of the food preparation steps:

Cook chicken (CCP 1) > Prepare soup > Cook (CCP 1) > Hot Hold (CCP 2) > Cool (CCP 3) > Reheat (CCP 4) > Hot Hold (CCP 2) > Discard

HACCP Chart

Critical Control Points (CCP)	Monitoring Procedures	Corrective Action
<p style="text-align: center;">CCP 1</p> <p>Cook chicken to a minimum of 165° F.</p> <p>Heat soup to a minimum of 165° F.</p>	Check internal temperature.	Continue to cook until food reaches 165° F.
<p style="text-align: center;">CCP 2</p> <p>Hot Hold soup at a minimum of 135° F.</p>	Check internal temperature of the soup every 2 hours.	Rapidly reheat soup to 165° F if found out of temperature for less than 2 hours. Discard if greater than 2 hours.
<p style="text-align: center;">CCP 3</p> <p>Cool soup from 135° F to 70° F within 2 hours, and from 70° F to 41° F within an additional 4 hours.</p>	Check internal temperature of soup at 1.5 and six hours.	<p>If soup has not reached 70° F in the first 1.5 hours, separate into smaller containers and place in freezer.</p> <p>If soup has not cooled to 41° F within 6 hours, discard.</p>
<p style="text-align: center;">CCP 4</p> <p>Reheat cooled soup as needed to 165° F.</p> <p>(Hot hold for service using CCP 2 above. Any soup remaining on steam table at end of day will be discarded.)</p>	Check internal temperature.	Continue to reheat until food reaches 165° F.

Verification: Monitor temperature logs, and/or observe temperature monitoring and calibration practices.

Equipment utilized at each Critical Control Point listed in above chart:

- CCP 1: Oven, Range
- CCP 2: Soup wells on steam table
- CCP 3: Walk-in refrigerator, freezer
- CCP 4: Oven, Range

HACCP Plan (Example #2 Form)

Facility:

Preparer:

Date:

Food Item:

Flow diagram or descriptive narrative of the food preparation steps:

HACCP Chart

Critical Control Points (CCP)	Monitoring Procedures	Corrective Action

Verification:

Equipment utilized at each Critical Control Point listed in above chart:

CCP 1:

CCP 2:

CCP 3:

Model HACCP Plan - Example #3 (Recipe Method)

Menu Item: Hamburger Pie

<i>Ingredients</i>	<i>Procedures</i>	<i>CCP?</i>	<i>Monitoring Procedure</i>	<i>Corrective Action</i>	<i>Verification Procedures</i>
10 lbs ground beef	Thaw meat in walk-in cooler	No			
1 lb each onions, celery, green pepper. 2 pounds American cheese	Wash and dice. Use immediately or store in cooler. Shred cheese and store in cooler until needed.	No			
¾ gallon tomato soup, 2 tsp. Worcestershire sauce, 2 T salt, 1 T pepper	Braise beef, onions and peppers on stove until the mixture reaches 155° F. Add remaining ingredients and return pot to 155° F.	Yes	Monitor internal temperature with stem thermometer periodically during cooking process.	Continue cooking.	Manager checks thermometer calibration log and observes temperature monitoring by employees.
1 bag Mashed Potato Flakes	Prepare potatoes according to directions on bag. Spread into pans. Top with beef mixture and cheese.	No			
	Bake pie in convection oven at 325° F for approximately 1 hour, until internal temperature reaches 155° F.	Yes	Monitor internal temperature with stem thermometer periodically during cooking process.	Continue cooking.	Manager checks thermometer calibration log and observes temperature monitoring by employees.
	Place on steam table for hot holding at 135° F.	Yes	Check product internal temperature hourly.	Discard if product found below 135° F for more than 2 hours. If below 135° F for less than 2 hours, rapidly reheat using procedure below.	Manager checks thermometer calibration log and observes temperature monitoring by employees.
	Cool by placing un-served product in shallow pans with product thickness of no more than 2". Cool in blast chiller from 135° F to 70° F within 2 hours, and from 70° F to 41° F within an additional 4 hrs.	Yes	Check product internal temperature every 2 hours.	Use ice bath if food has not cooled to 70° F within 2 hours. Discard product that does not reach 41° F within 6 hours.	Manager observes procedure and reviews temperature logs.
	Reheat product in convection oven to 165° F within 2 hours.	Yes	Check product internal temperature	Continue cooking.	Manager checks thermometer calibration log and observes temperature monitoring by employees.

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HACCP Plan (Example #3 Form)

Menu Item: Hamburger Pie

<i>Ingredients</i>	<i>Procedures</i>	<i>CCP?</i>	<i>Monitoring Procedure</i>	<i>Corrective Action</i>	<i>Verification Procedures</i>

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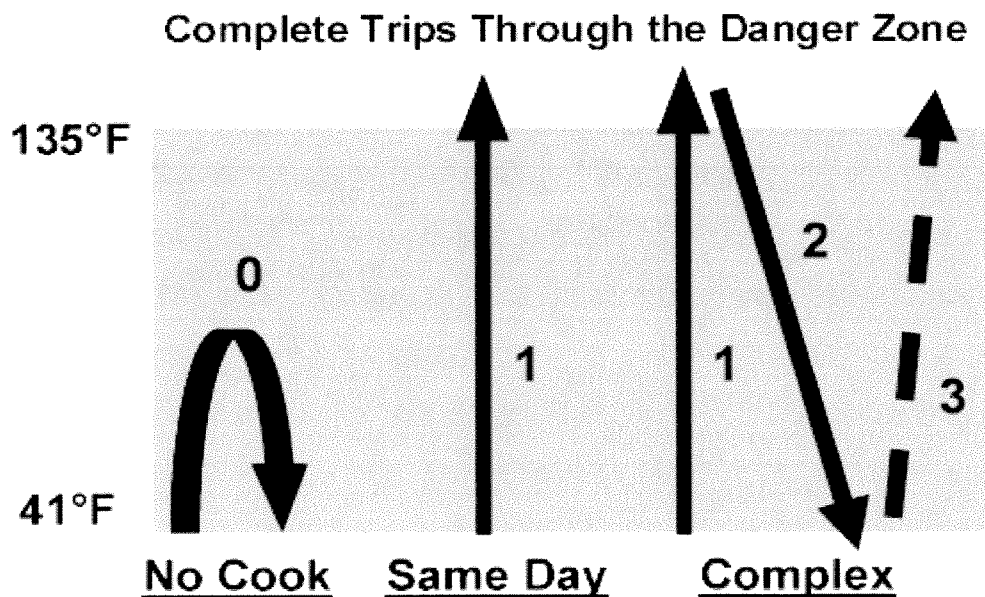
HACCP Plan - Example #4 (Process Approach)

Source- 2005 FDA Model Food Code, Annex 4, Section 4(C)

Most food items produced in a retail food service establishment can be categorized into one of three preparation processes based on the number of times the food passes through the temperature danger zone between 41°F and 135°F:

- **Process 1: Food Preparation with No Cook Step**, sample flow: **Receive** → **Store** → **Prepare** → **Hold** → **Serve** (other food flows are included in this process, but there is *no cook step* to destroy pathogens)
- **Process 2: Preparation for Same Day Service**, sample flow: **Receive** → **Store** → **Prepare** → **Cook** → **Hold** → **Serve** (other food flows are included in this process, but there is *only one trip* through the temperature danger zone)
- **Process 3: Complex Food Preparation**, sample flow: **Receive** → **Store** → **Prepare** → **Cook** → **Cool** → **Reheat** → **Hot Hold** → **Serve** (other food flows are included in this process, but there are always *two or more complete trips* through the temperature danger zone)

A summary of the three food preparation processes in terms of number of times through the temperature danger zone can be depicted in a Danger Zone diagram. Although foods produced using process 1 may *enter* the danger zone, they do not pass all the way through it. Foods that go through the danger zone only once are classified as Same Day Service, while foods that go through more than once are classified as Complex food preparation.



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Model HACCP Plan - Example #4 (Sample Charts)

Process #1, Food Preparation with no Cook Step

Menu Items: Tuna and Chicken Salads, Cold Meat Sandwiches, Ice Cream and Pie, and Milkshakes

CCP Procedures	Monitoring	Corrective Action	Verification
Cool in walk-in refrigerator to or below 41°F within 4 hours, keep in cold storage at 41°F until service.	Check internal product temp. at 2 and 4 hours.	Use ice bath if food has not cooled to 41°F within 2 hours. Discard product that does not reach 41°F within 4 hours.	Manager review of temperature monitoring practices and calibration logs.
Cold hold at 41°F in sandwich prep unit for service.	Check internal product temp. every 2 hours.	Discard product that is found out of temperature for more than 2 hours, (or if time out of temperature cannot be determined).	Manager review of temperature monitoring practices and calibration logs.

Process #2, Food Preparation for Same Day Service (Refrigerated storage per Process #1)

Menu Items: Baked Chicken, Roast Beef, Fish Filets, Cooked Vegetables

CCP Procedures	Monitoring	Corrective Action	Verification
Cook (oven, stovetop, grill, or fryer) to: Chicken 165°F Ground Beef 155°F Whole muscle meat, fish 145°F	Cooks take random internal final cook temperatures	Continue cooking until final required cook temperature is achieved	Manager review of production logs.
Hot hold on steam table at 135°F or higher. (Any food left on the steam table at the end of the day will be discarded.)	Check product internal temperature every 2 hours.	Bring food temperature rapidly up to 165°F, if food is out of temperature <2 hours. Discard if >2 hours	Manager review of temperature monitoring practices or logs.

Process #3, Complex Food Preparation (Cold store per Process #1, cook and hot hold per Process #2)

Menu Items: Soups, Lasagna, Meatballs

CCP Procedures	Monitoring	Corrective Action	Verification
Place un-served product in shallow pans with product thickness of no more than 2". Cool in walk-in refrigerator from 135°F to 70°F within 2 hours, and from 70°F to 41°F within an additional 4 hours.	Check internal temperature of food at 1.5 and 6 hours.	If product has not reached 70°F in the first 1.5 hours, separate into smaller containers and place in freezer. If food has not reached 41°F within 4 additional hours, discard.	Manager review of temperature monitoring practices or logs.
Reheat food in convection oven or microwave to 165°F within 2 hours.	Check internal food temperature.	Continue to reheat until 165°F is reached.	Manager review of production logs

HACCP Plan (Example #4 Forms)

Process #1, Food Preparation with no Cook Step

Menu Items:

<i>CCP Procedures</i>	<i>Monitoring</i>	<i>Corrective Action</i>	<i>Verification</i>

Process #2, Food Preparation for Same Day Service

Menu Items:

<i>CCP Procedures</i>	<i>Monitoring</i>	<i>Corrective Action</i>	<i>Verification</i>

Process #3, Complex Food Preparation

Menu Items:

<i>CCP Procedures</i>	<i>Monitoring</i>	<i>Corrective Action</i>	<i>Verification</i>

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WRITTEN PROCEDURES FOR EMPLOYEE HACCP TRAINING (*SAMPLE*)

All employees will be trained to use the approved HACCP plan prior to beginning employment and periodically after that. 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. The approved HACCP plan will be available in the food preparation area at all times.

Food 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.

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 re-calibrate thermometers weekly.

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

Maryland HACCP PLAN GUIDELINES, November, 2008

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Calvert County HACCP Procedure Form

Facility Name: _____ Location: _____
 Menu Item(s): _____ Ingredients: _____

Critical Control Point	Monitoring	Corrective Action
<i>Receiving</i> <input type="radio"/> Yes <input type="radio"/> Not Applicable	<input type="radio"/> Source Approved <input type="radio"/> Not adulterated/spoiled <input type="radio"/> Temperature $\leq 41^{\circ} / \leq 0^{\circ}$ <input type="radio"/> No swollen or dented cans <input type="radio"/> Pasteurized crab/Reduced Oxygen <input type="radio"/> Packaged products $\leq 38^{\circ}$	<input type="radio"/> Refuse delivery <input type="radio"/> Discard Food <input type="radio"/> Other: _____
<i>Cold Storage/Cold Hold</i> <input type="radio"/> Yes <input type="radio"/> Not Applicable	<input type="radio"/> Raw foods separated from cooked product <input type="radio"/> Temperature $\leq 41^{\circ} / \leq 0^{\circ}$ (circle) <input type="radio"/> Pasteurized crab/Reduced Oxygen <input type="radio"/> Packaged products $\leq 38^{\circ}$ <input type="radio"/> Other: _____	<input type="radio"/> Discard if food is $> 41^{\circ}$ for _____ hrs. <input type="radio"/> Discard pasteurized crab $> 38^{\circ}$ <input type="radio"/> Do not refreeze food greater than _____ $^{\circ}$ <input type="radio"/> Other: _____
<i>Thaw</i> <input type="radio"/> Yes <input type="radio"/> Not Applicable	<input type="radio"/> Microwave <input type="radio"/> In refrigerator at $\leq 41^{\circ}$ <input type="radio"/> Under running water $\leq 70^{\circ}$ <input type="radio"/> Other: _____	<input type="radio"/> Discard food <input type="radio"/> Alter process <input type="radio"/> Other: _____
<i>Preparation/Ready to Serve Items</i> <input type="radio"/> Yes <input type="radio"/> Not Applicable	<input type="radio"/> Employee hygiene maintained <input type="radio"/> Equipment cleaned and sanitized <input type="radio"/> Minimize hand contact <input type="radio"/> Time of food at ambient temperature <input type="radio"/> Prechilling ingredients to 41° or less <input type="radio"/> Food in pans $< 3"$ depth	<input type="radio"/> Clean hands/clean and sanitize equipment <input type="radio"/> Discard food $> 41^{\circ}$ for _____ hrs. <input type="radio"/> Other: _____
<i>Cook</i> <input type="radio"/> Yes <input type="radio"/> Not Applicable	Internal Temperature of (taken at coolest part): <input type="radio"/> Chicken 165° for 15 sec. <input type="radio"/> Roast Beef 130° for 121 min. <input type="radio"/> Ground Beef, Comminuted Meats 155° for 15 sec <input type="radio"/> Other products 145° for 15 sec <input type="radio"/> Other (specify): _____	<input type="radio"/> Continue heating until internal temperature is attained <input type="radio"/> Other: _____
<i>Hot Holding</i> <input type="radio"/> Yes <input type="radio"/> Not Applicable	<input type="radio"/> Hold food at 135° or greater <input type="radio"/> Check food every _____ <input type="radio"/> Maximum holding time: _____	<input type="radio"/> Rapidly reheat to 165° and hold at 135° if $<$ _____ hrs. <input type="radio"/> Discard if $< 135^{\circ}$ for _____ hrs. <input type="radio"/> Other: _____
<i>Cooling</i> <input type="radio"/> Yes <input type="radio"/> Not Applicable	<input type="radio"/> Cool in shallow pans $< 3"$ in depth <input type="radio"/> Ice bath until reaches 41° <input type="radio"/> Refrigerate <input type="radio"/> Monitor temperature _____ hrs. <input type="radio"/> Cool from 135° to 70° in 2 hours, from 70° to 41° in 4 hours	<input type="radio"/> Rapidly reheat to 165° if not cooled in 6 hours, discard if $>$ 6 hours <input type="radio"/> Discard product <input type="radio"/> Other: _____
<i>Reheat</i> <input type="radio"/> Yes <input type="radio"/> Not Applicable	<input type="radio"/> Rapidly reheat to 165° or greater in ≤ 2 hours <input type="radio"/> Temperature taken at coolest part of product <input type="radio"/> Timed reheat	<input type="radio"/> Continue heating until internal temperature is attained <input type="radio"/> Other: _____

I agree to adhere to the HACCP procedures outlined above and to monitor my products for HACCP compliance. Notification is necessary to change my HACCP plan or to add new menu items.

Prepared by: _____ Date: _____ Approved by: _____ Date: _____

SAFE FOOD TEMPERATURE CHART

FOOD	MINIMUM INTERNAL TEMPERATURE °F	HOLDING TIME AT SPECIFIED TEMPERATURE
Shell eggs. Fish, meat, and all other potentially hazardous foods not specified in Chart 1.	145	15 seconds
Shell eggs not prepared for immediate service, ratites, comminuted fish and meats, game animals commercially raised for food, and injected meats.	145	3 minutes
	or	
	150	1 minute
	or	
	155	15 seconds
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).	158	< 1 second
	or	
	130	112 minutes
	or	
	131	89 minutes
	or	
	133	56 minutes
	or	
	135	36 minutes
	or	
	136	28 minutes
	or	
	138	18 minutes
	or	
	140	12 minutes
or		
142	8 minutes	
or		
144	5 minutes	
or		
145	4 minutes	
or		
147	134 seconds	
or		
151	54 seconds	
or		
155	22 seconds	
or		
158	none	
Poultry; stuffed meat, pasta, or poultry, and exotic bird	165	15 seconds
Raw foods of animal origin cooked in a microwave oven.	165	Hold for 2 minutes after microwaving
Fruits and vegetables cooked for hot holding, ready-to-eat commercially processed foods, and hot holding.	135	None
Ready-to-eat commercially processed foods for immediate service.	None	None