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STATE OF MARYLAND

GUIDELINES FOR SUBMITTING A HAZARD ANALYSIS CRITICAL CONTROL POINT (HACCP) PLAN

Maryland Health-General Code Annotated and the Code of Maryland Regulations required that plans and specifications be submitted to the Department when a person proposes to construct a food establishment, remodel, or alter a food establishment, or convert or remodel an existing building for use as a food establishment. The minimum information provided must include the plans and specifications of the building and the food equipment, and must include other information as required to complete the review. In certain cases, the Department may require information relative to the foods proposed for processing or manufacture in order to assess whether the food handling and preparation procedures, as well as training procedures, adequately control identified hazards. A plan submittal with this information is called a HACCP plan. A HACCP plan is required for certain facilities that, following a preliminary priority assessment, are classified as a High or Moderate Priority facility. This guideline is to assist you in providing the information for the Priority Assessment and the HACCP Plan.

INFORMATION NECESSARY FOR A PRIORITY ASSESSMENT

1. Menu or Types of Foods: Provide a copy of the menu or a written description of the Foods that will be prepared and served.

2. Food Service System: Specify the types of food service systems you will use. Food services systems include: Cook-Serve, Cook-Hot Hold-Serve, Cook-Chill-Reheat-Hot Hold-Serve, Cold Hold-Serve, etc…

3. Number of Meals Prepared: Specify the number of meals prepared on the average day

4. Population Served: Specify whether you serve groups of people who are particularly susceptible to disease, for example, very young, aged, hospitalized, or otherwise compromised

HAZARD ANALYSIS REQUIREMENTS

General Food Preparation

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 foods are received in reduce oxygen packaging, or are reduced oxygen packaged on-site.

HACCP Plan Information

The HACCP plan must include:

1. Identification of Critical Control Points (CCP). CCPs generally include cooking, cooling, reheating, and hot-holding, but other steps may be included if needed for a specific food.

2. Monitoring procedures for each CCP.

3. 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.

4. List the equipment used to support the proposed food service systems and maintain control at each CCP. This may include cooking, chilling, hot and cold holding, and reheating equipment.

5. Written procedures for employee training on HACCP procedures.

The HACCP plan for your facility should be developed in the format most easily used by your employees. Once approved, this form must be readily available in the food preparation area of each facility. Acceptable methods include: 1) List each CCP separately, with the menu items that utilize the CCP, the monitoring and corrective action for that CCP, and the equipment used to control the CCP; 2) HACCP flow diagram and chart for selected menu items or groups of menu items; or 3) Incorporate each CCP and the monitoring, corrective actions, and equipment used into a recipe or preparation instructions.

HACCP Plan Form (Example 1)

CCP: Cooling

Foods are cooled from 140° F to 70° F within 2 hours,

and from 70° F to 45° F within an additional 4 hours.

Monitoring:

Internal product temperature is monitored at 1.5 and 6 hours.

Corrective Actions:

If food is not <70° F at 1.5 hours, food will be iced, stirred, or broken into smaller containers. Discard food that has not reached 45° F within 6 hours.

Equipment: 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)

HACCP Plan Form

CCP: Cooling

Monitoring:

Corrective Actions:

Equipment:

Menu items using this CCP:

HACCP Plan Form (Example 2)

Facility: ABC Restaurant **Preparer: CDE Consultants** **Date:00/00/00**

Food Item: Potato Salad

Flow diagram or descriptive narrative of the food preparation steps:

Cook Potatoes → Cool Potatoes (**CCP 1**) → Mix ingredients (**CCP2**) → Cold Hold (**CCP 3**) → Serve

HACCP Chart

Critical Control Points (CCP)	Monitoring Procedures	Corrective Action
1. Cool potatoes to an internal temperature of 70° F or less within 2 hours, and to 45° F or less within an additional 4 hours.	Monitor food temperature hourly.	Discard product.
2. Mix using pre-chilled ingredients. Rapidly re-chill food after preparation if greater than 45° F.	Monitor food temperature every 30 minutes.	Discard food if the internal temperature is greater than 45° F for more than 2 hours.
3. Hold cold at 45° F or less.	Monitor food temperature hourly on display. Monitor indicating thermometer on walk-in every 6 hours.	Discard food if the internal temperature is greater than 45° F for more than 2 hours.

Equipment utilized at each Critical Control Point:

CCP 1: Walk-in Refrigerator

CCP 2: Reach-in Refrigerator

CCP 3: Salad Bar, Walk-in Refrigerator

HACCP Plan 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

Equipment utilized at each Critical Control Point:

CCP 1:

CCP 2:

CCP 3: