



HACCP PLAN TEMPLATE
 DEPARTMENT OF HEALTH AND HUMAN SERVICES
 SFN 62404 (09-2023)

Hazard analysis critical control point (HACCP) is a preventive approach to food safety. It identifies food safety hazards in the food production process and designs measurements to reduce those hazards to a safe level. HACCP includes having a written plan that addresses identified critical control points (CCPs) where illness or injury is reasonably likely to occur in the absence of the hazard's control.

Submit the completed HACCP plan and provide all documents relating to your establishment's HACCP plan to the North Dakota Department of Health and Human Services, Food and Lodging Unit by email (foodandlodging@nd.gov), fax (701-328-0340), or mail (1720 Burlington Dr, Ste A, Bismarck, ND 58504-7736). If you have further questions, please contact us at: 701-328-1291.

Establishment Information

Establishment Name	License Number	Date	
Establishment Address	City	State	Zip Code
Owner/Corporate Name			
Mailing Address (if different)	City	State	Zip Code
Primary Contact for HACCP Plan			
Primary Contact Email Address	Primary Contact Telephone Number		

HACCP Team

Name	Job Title or Description

Template adapted from the Minnesota Department of Health

Reason for this HACCP plan*

Please check one of the following:

- New HACCP plan submittal
- Modification of existing HACCP plan

Activity or food category

Please check one or more of the following:

- Curing food
- Custom processing animals for personal use
- Operating and maintaining molluscan shellfish tanks
- Reduced oxygen packaging (ROP) - ROP methods include vacuum packaging, cook-chill, sous vide, modified atmosphere packaging (MAP), and controlled atmosphere packaging (CAP)
- Smoking food as a method of food preservation rather than as a method of flavor enhancement
- Sprouting seeds or beans
- Using food additives or adding components, such as vinegar, to preserve food rather than as a method of flavor enhancement, or to render the food so that it is not time and temperature control for safety food
- Other:

*Please consult with the Regulatory Authority to determine if a variance is required.

Custom Processing Meat for Personal Use

The proposed HACCP plan is for custom processing meat for personal use as referenced in ND Food Code 33-33-04-04.1, 3-502.11.

By following the outlined steps included in this HACCP plan, public health will be addressed through SOP's and record keeping.

Controls for Custom Processing Meat for Personal Use

The following controls will be implemented to ensure animals that are custom processed in the establishment will be properly stored, handled, and processed to provide complete separation from all other products offered at retail in the establishment:

- Document the date and time game animals/custom processing of animals for personal use occurs in the establishment
- Attach a tag stating "NOT FOR SALE" in letters 3/8" in height to all incoming carcasses. Tags must also include a space for assigning a designated carcass number. A label may also be stamped directly onto the carcass
- Keep a written record of the name and address of the owner of each carcass, the species, date received, dressed weight, and the assigned carcass number to the tag. Records shall be maintained for 1 year and shall be available during reasonable hours of operation for review and inspection by the Regulatory Authority
- Any equipment used to process game animals/custom processed animals or meat shall be cleaned and sanitized using a wash, rinse, sanitize and air-dry method prior to being used for processing domestic, federal or State inspected products such as meat, poultry, fish, ready to eat foods or other products being offered for retail sale to the end consumer
- All custom processed and wild game animals and animal products shall be stored separately from animal products offered for retail sale. Separate storage units or separate storage shelves within a single unit shall be used to provide separation during refrigerated and freezer storage. A "NOT FOR SALE" tag or label with the corresponding record number from the original tag shall be attached to any shelves or packages of wild game, custom processed animals or custom processed animal products

PROCEDURE FOR CLEANING AND SANITIZING OF EQUIPMENT

Food-contact equipment and utensils are cleaned every four hours if in use. Non-food-contact surfaces are cleaned at a frequency necessary to prevent accumulation of soil residues.

*1. **Pre-cleaning** – Equipment and utensils are pre-cleaned by pre-flushing, presoaking, or scraping as necessary to eliminate excessive food debris.*

*2. **Washing** – Equipment and utensils are washed in soapy water to remove or completely loosen soils using a manual method.*

*3. **Rinsing** – Washed utensils and equipment are rinsed in water to remove soapy residue prior to sanitizing.*

*4. **Testing Sanitizer Solution** – Select appropriate test strip (chlorine, quaternary ammonia, or iodine) and test sanitizing solution prior to use daily to ensure appropriate concentration.*

*5. **Sanitizing** – After being washed and rinsed, equipment and utensils are sanitized with an approved chemical sanitizer by immersion. Concentration and exposure times are important to ensure effectiveness of the chemical. Refer to the manufacturer's label for concentrations and exposure times.*

*6. **Air Drying** – Allow all cleaned and sanitized equipment and utensils to air dry before stacking or storing. Do not use towels.*

**When a mechanical ware washing machine is used, follow manufacturer's instructions for use.*

Prerequisite programs

Describe facility-wide considerations implemented in all phases of the food operation that allow active managerial control over personal hygiene and cross-contamination. Include standard sanitation operating procedures (SSOPs) that address the following: how employees comply with ND Food Code by preventing contamination from hands, minimizing cross contamination, cleaning and sanitizing procedures, and restriction or exclusion of ill employees. Include a description of the training programs that ensure food safety in the operation.

PROCEDURE FOR EMPLOYEE HEALTH & HYGIENE

1. Hands are to be thoroughly washed for 20 seconds in a designated hand sink with soap and water, paying particular attention to the areas underneath the fingernails and between the fingers by scrubbing thoroughly. Dry with single use towels. Hand washing is to be done at the following times:

- After using the toilet, in the toilet room*
- After coughing, sneezing, using a tissue, using tobacco, eating or drinking*
- After handling soiled equipment or utensils*
- Immediately before engaging in food preparation activities*
- During food preparation activities necessary to remove soil and prevent cross contamination*
- When switching between raw and ready-to-eat foods*
- Other times as needed to maintain good sanitation*

2. Fingernails must be kept trimmed, filed, free of nail polish, and maintained so the edges are cleanable and not rough. Artificial nails are prohibited.

3. *Eating and drinking is prohibited in areas where contamination of exposed food, clean equipment, utensils, unwrapped single service and single use articles could occur. A food employee may drink from a closed beverage container as long as it is handled to prevent contamination. Smoking and other uses of tobacco are prohibited.*

4. *Effective hair restraints must be worn in processing areas.*

5. *Clean outer clothing must be worn each day and changed as often as necessary throughout the day (when moving from a raw food operation to a ready-to-eat food operation). Footwear is to be kept clean.*

Aprons used by employees are to be hung in a designated area when not in use. They are not to be worn in the toilet area, eating areas, and locker rooms.

6. *No jewelry (except a wedding band or other plain ring) is allowed during handling of food.*

7. *Food employees shall report to the person in charge when they have a symptom caused by illness, infection, or other source that is:*

- *Associated with diarrhea, vomiting, or other acute gastrointestinal illness*
- *Jaundice*
- *A boil, infected wound, or other lesion containing pus that is open or draining unless: if on the hands and wrist, unless a finger cot or other impermeable cover protects the lesion and a single use glove is worn if on exposed portions of the arms, the lesion is protected by an impermeable cover.*

The person in charge shall impose the proper restrictions and exclusions and record on the Employee Illness Log.

Record-keeping

Attach all blank record-keeping forms employees will use for the processes covered in this Variance. Procedures to monitor all SOPs (separation and cleaning frequency) shall be included. The PIC shall verify all record-keeping documents by reviewing, dating, and initialing the logs.

Employee Illness Log

Instructions: This log should be used to track employee absences due to illness.

- Employees are required to notify the Person in Charge (PIC) of any of the following:
 - Symptoms of vomiting, diarrhea, jaundice, sore throat with fever, and/or infected wounds
 - Diagnosis from a health practitioner of norovirus, hepatitis A, *Shigella*, *Salmonella* Typhi, nontyphoidal *Salmonella*, or Shiga toxin-producing *E. coli*. The PIC is required to record all reports of symptoms and diagnoses and to notify the Regulatory Authority of any of the diagnoses.

Report date	Employee name	Vomiting*	Diarrhea*	Jaundice	Fever	Respiratory (cough, sore throat, runny nose)	Comments or additional symptoms	Date returned to work	Diagnosed with a pathogen? (see list above)	If diagnosed, 1-800-472-2927 or local health agency contacted?
02/20/2020	John Doe	X	X				Sent home	6/15/2019	Yes – norovirus	Yes

***Employees with diarrhea or vomiting CANNOT RETURN TO WORK for at LEAST 24 HOURS after symptoms resolve.**