

## Acidified Foods (Shelf Stable Pickles, Salsa, Dressings) Hazard Analysis of Critical Control Points (HACCP) Checklist for Operators

*When thinking about your HACCP plan, a good place to start is by writing out your entire process as if you were explaining it to a new employee and the plan was all they had to make your product correctly from start to finish. Which steps are critical to making a safe process (critical control points and critical limits)? What should they do if something goes wrong at one of these steps (corrective actions)? How will you know they did it correctly (logs)? And who will ensure they did it correctly (verification)?*

*Before a plan may be approved a food establishment must have a satisfactory inspection history for the past year*

*You can avoid a variance by having a licensed copacker make and package your food for retail sale. If you choose a copacker for your product, here is some [guidance](#) for use in the selection and contracting process.*

### **Please include:**

- Variance request application form
- Copies of your last two semi-annual inspections
- Name of each food product(s)
- A list of all ingredients
- Explanation of designated work area for special processing
- Letter from a Process Authority determining if the product is an acidified food
- A copy of your pH sample results of product from an approved food testing lab
- A copy of your Certificate from successfully completing Better Process School (see page 2 for links to providers)
- Documentation of filing your process with FDA in accordance with [21 CFR 114](#)
- Information on how the product will be tracked (batch number) until used in the facility
- An accurate, step-by-step description (the food flow) of how each product is formulated, prepared, mixed, measured, cooked, cooled, etc.
- Appropriate Standard Operating Procedures (SOPs) including, but not limited to; procedures minimizing bare hand contact with ready-to-eat foods, handwashing protocols and how cross contamination between raw and ready-to-eat foods will be prevented. Also include a list of equipment and materials used in the process. Describe how equipment is cleaned and sanitized. Explain how often in the process equipment is cleaned (before beginning, between types of foods, etc.). Outline how new staff will be trained on proper procedure for your process. There are templates available at: <http://sop.nfsmi.org/HACCPBasedSOPs.php>

- Identification of the most important food safety control(s) for each process. Each of these important food safety controls is called a Critical Control Point (CCP). CCPs for acidified food operations usually include; thermometer and pH meter calibration, processing temperature, processing time and final pH of product. More complicated processes will have more CCPs.

**For Each Critical Control Point:**

- Identify acceptable levels. These levels are called Critical Limits (CLs). Critical Limits must be things you can measure. Examples are processing time, processing temperature, pH of final product, etc...
- Describe how the CLs will be measured. Include who will measure, how they will measure and when they will measure.
- Who will verify that the measurements and procedures are correctly documented and followed? How often will this be done?
- What are the actions taken by the person in charge if the critical limits for each critical control point are not met? Corrective actions need to be specific to the critical limit. For example, what will you do when the refrigerated product is above 41F? What if the final product tests above 4.2?
- Include samples of the logs that will be used to keep track of the measurements, verify the procedures are correct, and record corrective actions when critical limits are not met. A single form could be used for all.
- Provide a food safety training program that shows employees and supervisors know how to perform the steps in this plan, how to use necessary equipment and how to implement corrective actions.
- Provide a refrigeration temperature log to assure your refrigeration units can hold at 41F or less. Cooling verification charts and final cook temperature verification charts will also be required.
- Include a statement that an approved, signed copy of the plan will be kept on the premises for review by the regulatory authority. Also a statement that the regulatory authority will be informed in advance of any significant changes in the process that may affect the accuracy or effectiveness of the plan.

*For more information on Better Processing School or to find a process authority for your acidified food product, contact:*

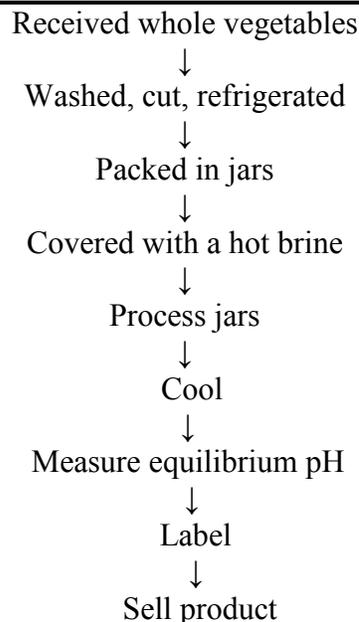
*Oregon State University (look in the menu on the right of their page for the list of scheduled courses)*

*Washington State University*

*Chapman University-Orange, CA for courses in English and Spanish*

*New Mexico State University-Las Cruces, NM for courses in English and Spanish*

**Sample Acidified Food Flow – Pickles**



***This checklist must be complete before submission to OHA***