

2018 Conference for Food Protection “Single Hazard Special Process HACCP Template” Guidance Document

Purpose: The **Single Hazard Special Process HACCP Template** is a partially pre-filled and fill-in the blank HACCP template. The template functions to assist both operators in creating a Single Hazard Special Process HACCP and regulators with reviewing and approving these plans. This guide has been created to help the Conference Executive Board, or a committee working on their behalf to apply some basic standards to a **Single Hazard Special Process HACCP Template** so that it may be approved, endorsed and published for public use.

Use of this Guidance: This document was written to capture some of the discussions that took place in the Council III Special Process Control Committee (2016-2018). It is intended for Guidance that can be used for future **Single Hazard Special Process HACCP Templates**. The following information is not intended to set rules or requirements.

Application: Single Hazard Special Process HACCP Templates are intended only with simple HACCP required process. Simple would include single hazard processes or single critical control point processes. Certain control measures that are well-defined in the US FDA model Food Code that are already required outside of the Special Process are not included: e.g. refrigeration, cooking, or hot holding for service. Examples of templates are sushi rice acidification (using an additive to render a Time/Temperature Control for Safety Food (TCS) to non-TCS), vacuum packaging raw meats, and adding curing compounds to foods for culinary reasons (not for food safety).

Complex HACCP plans that include multiple control points not defined in the US FDA model Food Code should not be made into templates. The main reason is that more complex processes will have more variability. These more complex HACCP plans must be specific to a food facility. Examples of more complex processes that should not be made into templates include; cured and fermented meats, sous vide as a Reduced Oxygen Packaging (ROP), and cook-chill (ROP). Scrutiny should be made upon any process with more than one Critical Control Point (CCP).

Foundations: Single Hazard Special Process HACCP Templates must be science-based and applicable to the US FDA model Food Code. All critical limits and corrective actions should be based on current US FDA model Food Code control measures or current FDA or USDA control measures. The end-product of completing a **Single Hazard Special Process HACCP template** should be equal to or better than a fully developed Food Code HACCP plan.

How does a Single Hazard Special Process HACCP Template differ from a full Food Code HACCP Plan?

A **Single Hazard Special Process HACCP Template** MUST contain all of the required HACCP information as found in section 8-201.14 of the US FDA model Food Code. However, some sections may be pre-filled. If an operator’s process deviates from the template they may **not** use that template. For the remainder of this guidance document section 8-201.14 - “Contents of a HACCP Plan” from 2013 FDA model Food Code Supplement is provided with an underline guidance for what would suffice in a developed template below the language from the current FDA Food Code.

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§8-201.14 Contents of a HACCP Plan.

For a FOOD ESTABLISHMENT that is required under § 8-201.13 to have a HACCP PLAN, the PERMIT applicant or PERMIT HOLDER shall submit to the REGULATORY AUTHORITY a properly prepared HACCP PLAN that includes:

A regulator may choose to provide an operator an option to use a **Single Hazard Special Process HACCP Template**. Operators wishing to use Template should first get approval from their regulatory authority.

- (A) General information such as the name of the PERMIT applicant or PERMIT HOLDER, the FOOD ESTABLISHMENT address, and contact information;

Single Hazard Special Process HACCP Template should provide a fill-in the blank general information section.

- (B) A categorization of the types of TIME/TEMPERATURE CONTROL FOR SAFETY FOODS that are to be controlled under the HACCP PLAN;

A **Single Hazard Special Process HACCP Template** may only be one category of a special process. They are not intended for any complex process or product. It is expected that the template would indicate the category with strict conditions for its use.

- (C) A flow diagram or chart for each specific FOOD or category type that identifies:

- 1) Each step in the process;
- 2) The HAZARDS and controls for each step in the flow diagram or chart;
- 3) The steps that are CRITICAL CONTROL POINTS;

The **Single Hazard Special Process HACCP Template** should have a simple flow diagram of a standardized special process. If an operator's process deviates from the standard, they may **not** use the template.

- 4) The ingredients, materials, and equipment used in the preparation of that FOOD; and
- 5) Formulations or recipes that delineate methods and procedural control measures that address the FOOD safety concerns involved.

The **Single Hazard Special Process HACCP Template** should have guidance for operators to fill-in or complete (a) materials and equipment list and (b) recipes with an ingredient list or formulation details.

- (D) A CRITICAL CONTROL POINTS summary for each specific FOOD or category type that clearly identifies:

- 1) Each CRITICAL CONTROL POINT,
- 2) The CRITICAL LIMITS for each CRITICAL CONTROL POINT,

The **Single Hazard Special Process HACCP Template** should have CCPs identified with standardized critical limits taken from the US FDA model Food Code. If an operator's critical limits deviate from the standard, they may not use the template.

- 3) The method and frequency for monitoring and controlling each CRITICAL CONTROL POINT by the designated FOOD EMPLOYEE or the PERSON IN CHARGE,

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- 4) The method and frequency for the PERSON IN CHARGE to routinely verify that the FOOD EMPLOYEE is following standard operating procedures and monitoring CRITICAL CONTROL POINTS,

The **Single Hazard Special Process HACCP Template** should have guidance for operators to fill-in or complete (a) their SPECIFIC methods for monitoring and (b) verification used by the operator. Measuring device calibration log may be provided as a template along with a standard operating procedure template (process and blank record).

- 5) Action to be taken by the designated FOOD EMPLOYEE or PERSON IN CHARGE if the CRITICAL LIMITS for each CRITICAL CONTROL POINT are not met, and
- 6) Records to be maintained by the PERSON IN CHARGE to demonstrate that the HACCP PLAN is properly operated and managed;

The **Single Hazard Special Process HACCP Template** should have corrective actions identified for each CCP and provide a sample record form. If an operator's corrective actions deviate from the standard, they may not use the template. An alternative record form would be acceptable.

(E) Supporting documents such as:

- 1) FOOD EMPLOYEE and supervisory training plan that addresses the FOOD safety issues of concern;
- 2) Copies of blank records forms that are necessary to implement the HACCP PLAN;
- 3) Additional scientific data or other information, as required by the REGULATORY AUTHORITY, supporting the determination that FOOD safety is not compromised by the proposal.

(F) Any other information required by the REGULATORY AUTHORITY

The **Single Hazard Special Process HACCP Template** may have a supporting documents section. Alternatively, individual Regulatory Authorities may simply define the supporting documentation they specifically need.

Three attached **Single Hazard Special Process HACCP Templates** have been submitted to the 2018 Biennial Meeting and can be used as guidance for future templates.

Important: Ultimately, a completed (filled-in) **Single Hazard Special Process HACCP Template** MUST meet all of the required document and implementation requirements in the FDA Food Code section 8-201.14.