

Checklist for General HACCP Plan Requirements

All facilities must provide the following information in their proposed Hazard Analysis Critical Control Point (HACCP) Plan to be considered for approval. All special processes listed below cannot commence without approval from the Washoe County Health District (WCHD). A separate HACCP Plan must be completed for each special process and food product.

Additional documentation and/or information will be required depending up the specific special food process. Manufacturing of food items listed below cannot proceed without HACCP Plan approval.

I. Required HACCP Plan Information, Forms and Documentation:

- Name, address and permit number of all facilities that will be using this HACCP Plan.
- A flow diagram of the food process for each specific product item that identifies all critical control points (CCPs). [See CCP Decision Tree](#)
- Identify and list the biological, physical and chemical hazards associated with the process. [See Hazard Analysis Worksheet](#)
- A recipe of the food item including a list of ingredients and their sources used in the preparation of each of the food products.
- A list of all materials and equipment used in the preparation of the food item and identifies the designated work area. All equipment must be NSF certified or equivalent.
- A training program for food handlers and supervisors that addresses the food safety issues in each step of this plan including documentation of employee training.
- A plan that identifies the following items: [see HACCP Plan Chart](#)
 - Each CCP
 - Limits for each CCP
 - The method and frequency for monitoring and controlling each CCP by the employee designated by the person-in-charge (PIC)
 - The method and frequency for the PIC to verify routinely that an employee is following standard operating procedures (SOP) and monitoring CCPs
 - Actions to be taken by the PIC if the limits for each CCP are not met
 - The records required to be maintained by PIC to demonstrate that the plan for analyzing the hazards of CCPs is properly operated and managed
- Copies of all logs or other supporting documentation forms used in the process
- Copies of all final product labels for retail sale. Establishments must meet all labeling requirements in [Section 050.350](#) of the Regulations of the Washoe County District Board of Health Governing Food Establishments (herein after called the Food Regulations).

ENVIRONMENTAL HEALTH SERVICES

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General HACCP Checklist

- Required Standard Operating Procedures
 - Employee Handwashing SOP
 - Employee Health & Exclusion SOP
 - Cleaning & Sanitization SOP (SSOP)
 - Retail Pack Labeling SOP

- A completed application for a waiver with the WCHD where applicable
 - The following processes **must** have an approved **waiver**:
 - Smoking of the food for preservation of the food rather than as a method of flavor enhancement;
 - Curing food;
 - Use of food additive components such as vinegar; (e.g. acidification of sushi rice, canning, pickling, etc.)
 - Reduced Oxygen Packaging (ROP) if an additional barrier in conjunction to refrigeration **does not exist**, or if control for *C. botulinum* and *L. monocytogenes* as outlined in [Section 050.340\(D\)](#) of the Food Regulations **does not exist**:
 - Cook Chill or Sous Vide
 - Controlled Atmosphere Packaging
 - Vacuum Packaging
 - Modified Atmosphere Packaging
 - Sous Vide
 - Molluscan shellfish life-support system
 - Custom processing of animals
 - Sprouting of beans/sprouts
 - Preparing food by another method that is determined by the Division to require a waiver

- The following special processes **do not** need an approved **waiver**, but still require an approved HACCP Plan
 - ROP with one of the following additional barriers in conjunction to refrigeration
 - Water activity of 0.91 or less
 - pH of 4.6 or below
 - Meat or poultry cured at a USDA regulated facility
 - High level of competing organisms (raw meats, poultry, or raw vegetables)
 - ROP packaging using Cook Chill or Sous Vide process that controls for *C. botulinum* and *L. monocytogenes* by meeting all the criteria outlined in [Section 050.340\(D\)](#) of the Food Regulations.
 - ROP of commercially manufactured cheese that:
 - Meets the Standards of Identity for Hard cheese, Pasteurized process cheese or Semisoft cheese as specified in 21 CFR 133.150, 133.169 and 133.187 respectively and;
 - Meets all criteria outlined in [Section 050.340\(E\)](#) of the Food Regulations.
 - Fish that is frozen before, during and after ROP packaging
 - Unpasteurized, unpackaged Juice for highly susceptible populations

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- Operating a Food Processing Establishment that produces potentially hazardous foods
- Certain instances when operating an Outdoor Food Establishment or an Uncategorized Food Establishment
- Packaging juice in a retail food establishment (direct consumer sales) with 5-log reduction **without** the use of a warning label as per [Section 050.280](#) of the Food Regulations.*

*Note: Food establishment that wish to process and package juice for wholesale distribution must comply with 21 CFR Part 120 HACCP Systems and must ensure pasteurization to obtain a 5-log reduction as specified in 21 CFR Part 120.24 Process Controls

Additional information may be needed for specific processes listed below:

- Smoking food
- Curing food
- Operating live molluscan shellfish tank
- Custom processing of animals
- Sprouting beans or seeds
- Acidified Sushi rice
- Canning or pickling
- Reduced Oxygen Packaging - [See ROP Checklist](#)