



## HAZARD ANALYSIS CRITICAL CONTROL POINT (HACCP) PLAN SUBMITTAL CHECKLIST FOR SPECIALIZED PROCESSES SUBJECT TO STATE REGULATION

### INFORMATION ABOUT HACCP PLANS

A Hazard Analysis Critical Control Point (HACCP) plan is a written document that defines the formal procedures for following HACCP principles to identify and prevent hazards that could cause foodborne illnesses.

Food facilities that plan on conducting specialized food processes are required to complete a HACCP plan and submit it for review and approval. Facilities must operate in accordance with their approved HACCP plan.

Failure to follow the approved HACCP plan may result in enforcement action.

### INFORMATION FOR FOOD ACIDIFICATION AND REDUCED OXYGEN PACKAGING

This checklist is intended to be a guide for facilities conducting specialized food processes that require approval from the California Department of Public Health (CDPH) for a HACCP plan or a Canning License.

Be advised that additional documentation or information may be required by CDPH when reviewing your HACCP plan. If you are conducting more than one process (such as sous vide, vacuum packing, and cook/chill), a plan must be submitted for each process.

- **Acidification:** To prevent the growth of *Clostridium botulinum* requires submittal of a processed food registration application and product for testing to CDPH. A Cannery License may be required.
- **Reduced Oxygen Packaging (ROP):** Potentially hazardous foods (PHF) requires a HACCP plan approved by CDPH, including foods such as:
  - Sous vide,
  - Foods not immediately cooked, and
  - Food prepared by cook/chill methods.

### HACCP SUBMITTAL INSTRUCTIONS

To begin the HACCP review process, please visit the [CDPH website](#) for more information.

The [Retail Food Program Service Request Application](#) may be required.

### CALIFORNIA RETAIL FOOD CODE

The checklist reflects the items in the California Retail Food Code (CRFC) that are required to be in a HACCP plan.

- [§114419.1](#)
- [§114057.1](#)



✓	Item	Description
	<b>Hazard Analysis</b>	Evaluate your process and identify all potential hazards for foodborne illness for each step of the process including receiving, storing, preparation, holding, serving
	<b>Critical Control Points (CCP)</b>	CCPs are any biological, chemical or physical hazards that can contaminate Potentially Hazardous Foods (PHFs) during the process. Identify how to control hazards (Critical Control Points) starting with the point where the PHF enters the facility to the point of sale (e.g. receiving, storage, preparation, display and dispensing).
	<b>CCP Limits</b>	Identify measurable limits for each control point. Refer to the <a href="#">FDA Model Food Code 3-502.12</a> .
	<b>Monitoring Records</b>	<ul style="list-style-type: none"> <li>Monitoring records specific to sous vide, cook chill, and ROP.</li> <li>Record keeping; must maintain for at least 90 days.</li> <li>Logs for receiving, storing and discarding food, calibrations, corrective actions, training records, etc.</li> </ul>
	<b>Process Flow Diagram</b>	Process flow diagram for the specific food for which the plan is requested. The plan must include identified CCPs; ingredients, materials and equipment used; and recipes that identify methods and procedural control measures.
	<b>Standard Operating Procedures</b>	To include: <ul style="list-style-type: none"> <li>Sanitation/cleaning,</li> <li>Thermometer calibration,</li> <li>Equipment maintenance, and</li> <li>Method and frequency used to monitor and control each CCP.</li> </ul>
	<b>Training Plan</b>	The training plan includes these elements: Hygiene, no bare hand contact, one employee trained in HACCP, one employee trained in use of vacuum packing machine and other equipment used for your processes.
	<b>Additional Data</b>	Scientific evidence or additional documentation may be required by CDPH.
	<b>List of foods</b>	<ul style="list-style-type: none"> <li>A list of foods that will be packaged using ROP.</li> <li>A separate list or plan must be provided for each ROP process you conduct.</li> </ul>
	<b>Temperature Control</b>	A description of how the ROP food is held at its required temperature. The required temperatures (hot and cold) may vary based on the process. Refer to the <a href="#">FDA Model Food Code 3-502.12</a> .
	<b>Prevention of Clostridium botulinum &amp; Listeria monocytogenes</b>	<p>A list of limiting factors that prevent the growth and toxin formation of Clostridium botulinum and the growth of Listeria monocytogenes.</p> <p><b>Examples of limiting factors include:</b></p> <ul style="list-style-type: none"> <li>A water activity (Aw) of 0.91 or less.</li> <li>A pH of 4.6 or less.</li> <li>The food is raw meat, poultry or vegetables.</li> <li>FRESH or THAWED fish cannot be used in a ROP process. Fish must be frozen before, during and after the ROP process.</li> <li>The food is meat/poultry cured at an approved USDA plant and received in the intact packaging. Evidence of the United States Department of Agriculture (USDA) certification must be submitted with your plan.</li> </ul>
	<b>Labeling Method</b>	<ul style="list-style-type: none"> <li>Retail sale of ROP products must include the following information on the label in bold type on a contrasting background: <ul style="list-style-type: none"> <li>Maintain the product at 41°F or below.</li> <li>Use by date of no more than 30 days from the date of packaging.</li> <li>Freeze, discard, or consume the product by the 'use by' date or within 30 days of packaging date. Date label does not apply to frozen ROP products.</li> </ul> </li> <li>ROP food that is consumed at the food facility must be labeled to ensure that the food is used, discarded or frozen within 30 days from the date of packaging.</li> </ul>
	<b>Standard Operating Procedures</b>	<p>Standard operational procedures must include:</p> <ul style="list-style-type: none"> <li>A designated ROP work area and staff that will be allowed in that area.</li> <li>Measures to prevent cross-contamination between raw and ready-to-eat PHF before and during the ROP process.</li> <li>Sanitizing procedures for food contact surfaces and ROP equipment.</li> <li>Prohibition of bare hand contact with food packaged using a ROP process.</li> <li>Procedures to ensure first-in, first-out practices for food packaged using an ROP process.</li> </ul>