



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

INFORMATION FOR SMOKING FOOD, CURING FOOD, FOOD ADDITIVES AND LIVE MOLLUSCAN SHELLFISH TANK

This checklist is intended to be a guide for facilities conducting specialized food processes that require a HACCP plan which must be submitted to Environmental Health Services (EHS) for review and approval. Facilities must operate in accordance with the approved HACCP plan. Failure to follow the approved plan may result in enforcement action.

Food processes such as

- **Smoking food** as a method of preservation rather than a method of flavor enhancement.
- **Curing food** as a method of preservation by the addition of salt, nitrates, nitrites or sugar.
- **Food Additives** or adding components such as vinegar as a method of food preservation rather than as a method of flavor enhancement or to render a food so that it is not potentially hazardous.
- **Operating a molluscan shellfish tank** used to store and display shellfish offered for human consumption.
- **Custom processing animals** that are for personal use as food and not for sale or service in a food facility.

ABOUT HACCP PLANS

A 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. Depending on the type of specialized food process used, HACCP plans must be submitted to either the California Department of Public Health (CDPH) or to the local agency. The Food and Housing Division of the Department of Environmental Health (DEH-FHD) is the local agency charged with reviewing these HACCP plans.

HACCP SUBMITTAL INSTRUCTIONS

To obtain submittal instructions, submit your HACCP plan, or for further clarification of EHS requirements, contact EHS at 1-800-442-2283. Once EHS approves a HACCP plan, any changes or modifications require the plan to be resubmitted for approval.

CHECKLIST

SECTION 114419.1 OF THE CALIFORNIA RETAIL FOOD CODE STATES THAT A HACCP PLAN MUST INCLUDE THE FOLLOWING ITEMS:

✓	Item	Description
	Flow Diagram	For the specific food for which the plan is requested. The plan must include identified critical control points (CCP); ingredients, materials and equipment used; and recipes that identify methods and procedural control measures.
	Training Plan	Addressing food safety issues of concern for supervisors and food employees.
	Critical Control Points (CCP)	CCP are any biological, chemical or physical hazards that can contaminate Potentially Hazardous Foods (PHF) during the process. Identify how to control the hazards starting with the point where the PHF enters the facility to the point of sale (e.g. receiving, storage, preparation, display and dispensing).
	CCP Limits	Measurable limits for each control point (e.g. PHF held cold must be stored at 41°F or below)
	Additional Data	Data or other supporting information required by CDPH to demonstrate that food safety is not compromised by the proposed specialized procedure.
	Record Keeping	To document that HACCP plan is being implemented. Records may include records of CCP such as logs for receiving, storing and discarding food, calibrations, corrective action and training records, etc.