**ABC Establishment**

**1234 Street**

**King County, WA**

**HACCP Plan for Reduced Oxygen Packaging, (ROP) of raw meat products**

**Description:**

Vacuum packaging of raw meat products: (list products)

Fish may not be vacuum packaged, except for fish that is frozen before, during, and after vacuum packaging. Fish means fresh or saltwater finfish, crustaceans, mollusks, and other forms of aquatic life.

**Food Flow for ROP (vacuum packaging) of Raw Meats Products**

Receiving of Packaging Materials

Receiving Meat Products

Preparation Vacuum Packing & Labeling

Dry Storage

Cold Storage

Cold Storage

30 Day Limited

Shelf Life

**CCP**

Frozen Product does not require a sell by date unless thawed

Monitor Temperature and Use by Dates in Walk in Cooler or

Display Sale Case

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**Standard Operating Procedure, (SOP) - Packaging Reduced Oxygen Packaged, (ROP) Foods**

* **Controlling Time, Temperature and Cross Contamination during Packaging and Display of ROP’d Foods.**
* **Package Labeling for Shelf Life**
* **Thermometer Calibration Procedure**

To prevent foodborne illness by preventing cross contamination and limiting the amount of time that potentially hazardous foods are held in the temperature danger zone during preparation of Reduced Oxygen Packaging.

**INSTRUCTIONS:**

* + 1. Train foodservice employees on using the procedures in this SOP.
		2. ROP, vacuum packaging will occur in a designated and segregated work area.
		3. Use clean and sanitized equipment and utensils while preparing food. Refer to Cleaning and Sanitizing Food Contact Surfaces SOP
		4. Wash hands prior to preparing foods. Refer to the Personal Hygiene SOP.
		5. Separate raw food from ready to eat food by keeping them in separate containers and prevent cross contamination in storage and during preparation.
		6. Package one product at a time, after processing any raw food product, all equipment must be fully cleaned and sanitized.
		7. Ensure all food products are cold, 41°F or below, before packaging. Use a clean, sanitized, and calibrated probe thermometer that is tip sensitive. Refer to the using and calibrating thermometers instructions\*.
		8. Limit the time for preparation of any food products to not be at room temperature formore than 60 minutes before returned to the refrigerator.
		9. Product is put into the vacuum packaging bags then vacuum sealed under operating instructions provided by the manufacture of the vacuum packaging machine in use.
		10. Label the packaged product and include use by date, not to exceed 30 days from date of packaging for raw meat products stored at 41°F or below. Retail packaged meat labeling needs to also include, product description, business name & address, list of ingredients, and safe meat handling label.
		11. Display or store product under refrigeration and monitor temperature and use by dates, daily. Discard any product found past the sell by date. Monitoring record to be kept on: Cold Holding Temperature Log Sheet and Discard Record

*Sample of package label* – (provide a copy of your product label)

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Keep refrigerated 41°F or below

Use By \_\_\_\_\_\_\_\_\_\_\_\_\_

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**Thermometer Calibration Procedure**

\*You need a tip sensitive food probe thermometer to measure the temperature of a product. How to calibrate a thermometer.

To use ice-point method:

* Insert the thermometer probe into a cup of crushed ice.
* Add enough cold water to remove any air pockets that might remain.
* Allow the temperature reading to stabilize before reading temperature.
* Temperature measurement should be 32ºF (+ 2ºF). If not, adjust according to manufacturer’s instructions.

Employees will check the accuracy of the food thermometers:

* At regular intervals (at least weekly) and record finding on this Thermometer Calibration Log

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| **Thermometer Calibration Log****Instructions**: Foodservice employees will record the calibration temperature and corrective action taken, if applicable, on the Thermometer Calibration Log each a time thermometer is calibrated. The foodservice manager will review and initial the log. Record log sheets to be kept on file at least 6 months and available for review upon request by Public Health. |
| Date | ThermometerBeing Calibrated | Temperature Reading | Corrective Action\* | Initials | Manager Initials/Date |
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**\*Corrective Action:** Follow manufacture instructions on how calibrate thermometer and/or discard and obtain a new thermometer if thermometer cannot be calibrated

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**Cold Holding Temperature Log Sheet and Discard Record**

**Instructions**: A designated foodservice employee will record the location or description of holding unit, date, time, product temperature, corrective action, product discarded and initials on this log daily. The foodservice manager will verify monitoring is being done by initialing and dating this log. Record log sheets to be kept on file at least 6 months and available for review upon request by Public Health.

Month: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Year: \_\_\_\_\_\_\_\_

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| Date | Refrigeration Unit | Time | Temp °F | Food Worker  | Corrective Action\* | Product Discarded  | Manager Review  |
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**\*Corrective Action -** Temperature above 41°F

Relocate product to working cooler.

Adjust thermostat and recheck temperature if still above 41°F call for service work.

Product determined to be above 41°F for more than 4 hours will be discarded.

Discard product if past use by date.

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**Standard Sanitation Operating Procedure, (SSOP)**

**Cleaning and Sanitizing Food Contact Surfaces and Equipment**

Properly cleaned and sanitized food contact surfaces are critical to ensuring a safe, sanitary operation. Use of approved cleaners and sanitizers will reduce levels of pathogenic organisms to prevent cross contamination of the product.

This procedure applies to foodservice employees involved in cleaning and sanitizing food contact surfaces.

Wash, rinse, and sanitize food contact surfaces of sinks, tables, equipment, utensils, thermometers, carts, and equipment using the following procedure:

* Wash surface with detergent solution.
* Rinse surface with clean water.
* Sanitize surface using a sanitizing solution mixed at a concentration specified on the manufacturer’s label. Test the sanitizer concentration by using the appropriate test kit for the chemical.
* Place wet items in a manner to allow air drying.

Food contact surfaces of sinks, tables, equipment, utensils, thermometers, carts, and equipment shall be: washed, rinsed, and sanitized:

* Before each use.
* Between uses when preparing different types of raw animal foods, such as eggs, fish, meat, and poultry.
* Between uses when preparing ready-to-eat foods and raw animal foods, such as eggs, fish, meat, and poultry.
* Any time contamination occurs or is suspected.
* Food contact surfaces and utensils must be cleaned at least every four hours if used with potentially hazardous foods prepared in an ambient room temperature above 55°F.

**List of equipment and materials used in the process.** Equipment must meet ANSI standards, described in sections 4-1 and 4-2 of the FDA Model Food Code. Attached Specs from Manufacture.

(list company/model of equipment in use)

1. \_\_\_\_\_\_\_\_\_\_\_\_\_Vacuum Packaging Machine
2. \_\_\_\_\_\_\_\_\_\_\_\_\_vacuum pouches

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**Standard Operating Procedure, (SOP) - Personal Hygiene for Foodservice Workers**

To prevent contamination of food by foodservice employees.

* Report to work in good health, clean, and dressed in clean attire.
* Change apron when it becomes soiled.
* Wash hands properly, frequently, and at the appropriate times.
* Keep fingernails trimmed, filed, and maintained so that the edges are cleanable and not rough.
* Treat and bandage wounds and sores immediately. When hands are bandaged, single-use gloves must be worn.
* Eat, drink, use tobacco, or chew gum only in designated break areas where food or food contact surfaces may not become contaminated.

**Washing Hands** - To prevent foodborne illness by contaminated hands.

Use designated handwashing sinks for handwashing only. Provide warm running water, soap, and a means to dry hands.

Keep handwashing sinks accessible anytime employees are present. Do not use food preparation, utility, and dishwashing sinks for handwashing.

Wash hands:

* + Before starting work.
	+ During food preparation.
	+ When moving from one food preparation area to another.
	+ Before putting on or changing gloves.
	+ After using the toilet.
	+ After sneezing, coughing, or using a handkerchief or tissue.
	+ After touching hair, face, or body.
	+ After smoking, eating, drinking, or chewing gum or tobacco.
	+ After handling raw meats, poultry, or fish.
	+ After any clean up activity such as sweeping, mopping, or wiping counters.
	+ After touching dirty dishes, equipment, or utensils.
	+ After handling trash.
	+ After handling money.
	+ After any time the hands may become contaminated.

**Restrictions/Exclusion and Notification of Sick Food Workers**

Healthy food workers are important factors in foodborne illness prevention.

Food workers must inform the Person in Charge (PIC) if they have:

* Symptoms including diarrhea, vomiting or jaundice.
* A diagnosed illness from Salmonella Typhi, Shigella, Shiga toxin-producing E. coli, or hepatitis A
* Infected, uncovered wounds.
* Sore throat with fever.

The PIC must restrict or exclude food workers with these conditions.

**Notification:**

The PIC must notify the Health Department if a food worker has jaundice or a diagnosed illness that can be transmitted through food. Also notify the Health Department if a customer calls to report they got sick.

Call: 206-296-4774

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**Standard Operating Procedure, (SOP) - Training Program for HACCP Plan**

The employer is providing training to ensure the food stays safe for the customers.

Standard Operating Procedures, commonly called SOPs, are a detailed set of instructions, steps or procedures that control the operational conditions within a food establishment, which allow for environmental conditions favorable to the production of safe food. These written procedures are often equivalent to prerequisite programs of HACCP.

The employee is receiving the training needed to work the HACCP Plan, is taking responsibility for doing the work correctly and understands what the critical limits are to reduce hazards in the food and takes corrective actions in case the critical limits have not been achieved.

The employee will stop all production activity if a situation arises where SOP’s and or the HACCP Plan cannot be maintained and will consult with a Manager, Person in Charge, (PIC) as to what corrective action steps to take.

Employee acknowledges this training was provided by being listed on a company record training log with the names of individuals who have been approved to prepare foods under this HACCP Plan.

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| **Employee Food Safety Training Record****Directions:** Use this form to record food safety training provided to employees. Maintain this record on file for review upon request by Public Health. |
| Employee Name / Date | Training Provided By | Training and Materials Reviewed  |
| *Joe Smith 1-10-2018* | *John, owner* | *HACCP plan and use of log sheets*  |
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