



## **Hazard Analysis of Critical Control Points (HACCP) Guidance for Operators Requesting a Variance**

This outlines the expectations for what will be submitted with each Variance Application. While it is the facility's responsibility to put their plan together, there are many resources available. The Oregon Department of Agriculture (503-986-4720) can be used to help with processing questions or you can contact a process authority. On the back of this form are the seven steps for creating a HACCP plan and more examples and information can be found in the document, "Managing Food Safety: A Manual for the Voluntary Use of HACCP Principles for Operators of Food Service and Retail Establishments" which is online at: <http://www.cfsan.fda.gov/~dms/hret2toc.html>.

### **Each HACCP plan must include:**

- A list of potentially hazardous foods that are specified by the regulatory authority as requiring a variance, such as soups, sauces, salads and/or meat roasts;
- A flow diagram for each specific food identifying critical control points and providing information on the following:
  - Ingredients and equipment used in the preparation of that food, and
  - Recipes that outline control measures for the food safety concerns involved;
- Food employee and supervisory training plan that addresses the food safety issues of concern;
- A statement of standard operating procedures for the plan under consideration including clearly identifying:
  - Each critical control point,
  - The critical limits for each critical control point,
  - How and when the food employee will monitor each critical control point,
  - How and when the person in charge will verify that the food employee is monitoring critical control points,
  - What the person in charge will do if the critical limits for each critical control point are not met, and
  - What records will be maintained by the person in charge to demonstrate that the HACCP plan is properly operated and managed; and
- Additional scientific data or other information, as required by the regulatory authority, supporting the determination that food safety is not compromised by the proposal.

# Hazard Analysis of Critical Control Points (HACCP) Flow Chart

1) Identify hazards and assess their severity and risks

2) Determine Critical Control Points

3) Determine control of hazard and establish criteria to ensure control (measurable Critical Limits)

4) Monitor Critical Control Points

5) Record data on time/temp logs

6) Take action whenever monitoring results indicate criteria are not met (list actions on monitoring documents)

7) Verify that the system is functioning as planned (audit procedures and records)