



**OREGON
DEPARTMENT OF
AGRICULTURE**

Protect. Promote. Prosper.

Food Safety Program Variance Application

Please complete this application form and prerequisite program agreement and submit them with all supporting materials by email to foodsafety@oda.oregon.gov or by mail to the Oregon Department of Agriculture, Food Safety Program 635 Capitol St NE Salem, OR 97301-2532. You must submit multiple applications if you are requesting variances on more than one process. Additional information on variances can be found on our web page at: <https://oda.direct/FSretail>

Name of Applicant / Owner/ Operator: _____

Name of Establishment: _____

Physical Address: _____

Mailing Address: _____

Phone Number: _____

Email: _____

1. Describe the proposed variance being requested.
2. Include a HACCP plan if required as specified under [OAR 603-25-0030](#) Section 8-201.13(A), including the information specified under OAR 603-25-0030 Section 8-201.14.
3. If a HACCP plan is not required, explain how your proposed procedure will adequately control the public health hazards addressed in the Code. Attach supporting documentation.

Signature: _____

Date: _____

Prerequisite Program Agreement

HACCP (Hazard Analysis and Critical Control Point) is a systematic approach in identifying, evaluating, and controlling food safety hazards. HACCP represents an important food protection tool supported by prerequisite programs, Standard Sanitation Operating Procedures (SSOPs), and employee training. In order to achieve active managerial control of hazards associated with foods, firms that are submitting a HACCP plan or variance request are required to agree to the development and implementation of the following:

PREREQUISITE PROGRAMS

Firm agrees to follow the establishment construction, maintenance, sanitation and product handling procedures as outlined in the ODA Retail Food Code (OAR 603-025-0030).

STANDARD SANITATION OPERATING PROCEDURES

Firm agrees to monitor and comply with the following provisions of the ODA Retail Food Code:

- Ensuring adequate hand washing and employee personal hygiene
- Preventing bare hand contact with ready-to-eat (RTE) foods
- Implementing an employee illness policy
- Purchasing food from approved sources
- Cleaning and sanitizing food contact surfaces
- Date marking RTE, time/temperature control for safety foods
- Ensuring safety of water sources
- Maintaining hand washing and toilet facilities
- Protecting foods from all sources of contamination
- Proper labeling, storage, and use of toxic materials
- Excluding pests from the facility

EMPLOYEE TRAINING PROGRAM

Firm agrees to develop and implement a food employee and supervisory training plan that addresses the food safety issues of concern.

With my signature below, I agree to develop and comply with prerequisite program, SSOP, and training program requirements. I understand that failure to comply with the requirements noted above may result in the revocation of an approved variance and/or HACCP plan.

FACILITY NAME

OWNER'S NAME

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OWNER'S SIGNATURE

DATE

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