

HACCP Plan Submission Checklist

The following items are the minimum required support documentation for submitting a HACCP Plan for the following processes: Reduced Oxygen Packaging, Fermentation, Food Additives, Sprouting, Curing, and Smoking to Render Shelf Stable, Extended Shelf Life.

Ensure that you have all of the following supporting documents, as any missing documentation will delay the process.

- List of equipment and materials used in the special process, i.e., vacuum sealing machines, etc. (model name and number required)
- List of all ingredients used in the special process.
- Identify critical control points (CCPs) and critical limits (CLs) and how they will be monitored and verified. Detail corrective actions, if CL for each CCP are not met.
- Detailed process flow. The process flow must address each step in the preparation of the food(s) used in a special process.
- Standard operating procedures detailing topics and methods of training, of the following topics:
 - Employee Health Policy
 - Hand Washing
 - No Bare Hand Contact
 - Cleaning and Sanitizing
 - Hot-Cold Holding
 - Reheating
 - Cooling
 - Personal Hygiene
 - Thermometer Use and Calibration
 - Transporting (if applicable)
 - Labeling (if applicable)
- Sample logs for thermometer calibration, cooking, cooling, reheating, transport, and training.
- Provide samples of labels for ROP or retail sales (if applicable)
- Provide scientific data to support it is a validated process (e.g. lab results, process authority review)
- Monitoring and verification procedures
- Provide statement that logs will be maintained for 180 days