ITEMS REQUIRED IN HACCP PLAN:

- **Copy of Menu**

- **Priority Assessment Worksheet**

- **General Food Preparation Information**
  - Do not have to copy questions, you may number responses #1 – 13 on a separate piece of paper

- **Complete the Critical Control Point sheets (CCP).**
  - A page needs to be completed for each critical control point that is to be performed in the facility
  - CCPs are (but not limited to): cold hold, cook, hot hold, cool, and reheat

- **Either an example of temperature logs or a statement of how temperatures for critical control points will be monitored**

- **Information on employee training, facility cleaning schedule**

- **Explanation of thermometer calibration (included)**
Priority Assessment Worksheet

Facility Name:          Date:  
Facility Address:      
Phone Number:          Fax number:  
E-mail address:        

A priority assessment is an evaluation of the risk in a food service facility using the parameters established in the Code of Maryland Regulations 10.15.03.33C. A HACCP Plan is required for all high and moderate priority facilities. Please answer the following questions and submit along with a copy of your menu and General Food Preparation Information (page 5) to enable us to establish the priority of your facility.

Are you a food service facility connected with a health care facility (hospital, nursing home, etc)?  Yes  No  

If not, what population do you serve? ____________________________

Will you be preparing any of the following one or more days in advance of service?  
☐ Beef  ☐ Baked Goods  
☐ Pork  ☐ Sliced Fresh Fruit / Vegetables  
☐ Poultry  ☐ Cooked Vegetables  
☐ Fish / Seafood  ☐ Other: ____________________________

Will you be preparing any of the following four hours or less in advance of service?  
☐ Beef  ☐ Baked Goods  
☐ Pork  ☐ Sliced Fresh Fruit / Vegetables  
☐ Poultry  ☐ Cooked Vegetables  
☐ Fish / Seafood  ☐ Other: ____________________________

What types of food systems do you intend to use in your facility?  
☐ Cold Hold  ☐ Cook  
☐ Hot Hold  ☐ Reheat  
☐ Cooling  ☐ Other (please specify): ____________________________  

Will you be selling commercially packaged food items directly to customers (bottled sodas, chips, etc.)?  
Yes  No  

Will these packaged items be removed from the original, unopened package by the facility for further processing (such as portion control or microwave cooking)?  
Yes  No  

OFFICIAL USE ONLY

Facility Priority:  LOW  MODERATE  HIGH  
Sanitarian:  ____________________________

Date Reviewed:  ____________________________
General Food Preparation Information

1. Ensure that all foods are obtained from approved sources. Please list all major suppliers and food distributors used. We encourage all food service facility managers to subscribe to the online USDA and FDA recall list.

2. Specify how cross contamination from raw to cooked or ready-to-eat foods will be prevented.

3. Indicate how frozen potentially hazardous food will be thawed.

4. Indicate how potentially hazardous food will be cooled (i.e., ice baths, shallow pans, rapid chill).

5. List the foods or categories of foods that will be prepared one or more days in advance of service.

6. Specify whether any prepared foods are distributed off-premises (catering, delivery).

7. Specify whether any foods are received in reduced oxygen or vacuum-sealed packaging (ROP) and/or whether facility will be producing food items in reduced-oxygen packaging.

8. Provide facility policies for handling food service worker illness and complaints of patron illness.

9. State whether water and sewer are on public or private systems.

10. Will you be using time-only control for foods? (If yes, complete the Time-Only Request Form)

11. Do you intend to serve raw or undercooked food items?

12. Will your facility be preparing sushi rice? (Submit proof of proper rice acidification)

13. Will your facility be pooling eggs (mixing raw eggs together) which will not be immediately cooked?
HACCP Plan Form

Facility Name:

Prepared by:

CCP: Cold Hold
Receive > Store > Prep > Serve
Receive > Store > Prep > Cold Hold > Serve

Critical limits: Maintain product temperature at 41°F or below. Maintain product temperature at 38°F or below for all vacuum-sealed meat and seafood products.

Monitoring: Measure temperature at warmest part of the product every 2 to 4 hours.

Corrective Actions: Re-chill if internal temperature has not exceeded 41°F for more than 2 hours. Discard if food has been out of temperature more than 4 hours or if the food temperature is not verifiable.

Equipment:

Menu items using this CCP:
HACCP Plan Form

Facility Name:

Prepared by:

CCP: Cook
Receive > Store > Prep > Cook > Serve
Receive > Store > Thaw > Cook > Serve

Critical limits: Cook foods to at least **165° F for 15 seconds** or the required minimum cook temperatures and times. (See attached chart)

Monitoring: Check temperature when cook step is complete.

Corrective Actions: If food has not reached proper temperature, continue cooking until internal temperature reaches the required minimum specified (see attached chart).

Equipment:

Menu items using this CCP:
## Summary of Minimum Cooking and Reheating Food Temperatures and Holding Times

<table>
<thead>
<tr>
<th>FOOD</th>
<th>MINIMUM INTERNAL TEMPERATURE</th>
<th>HOLDING TIME AT SPECIFIED TEMPERATURE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>°F</td>
<td>°C</td>
</tr>
<tr>
<td>Shell eggs. Fish, meat, and all other potentially hazardous foods not listed in this table.</td>
<td>145</td>
<td>63</td>
</tr>
<tr>
<td>Shell eggs not prepared for immediate service, ratites, comminuted fish and meats, game animals commercially-raised for food, and injected meats.</td>
<td>145</td>
<td>63</td>
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<tr>
<td></td>
<td>150</td>
<td>66</td>
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<td></td>
<td>155</td>
<td>68</td>
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<td>158</td>
<td>70</td>
</tr>
<tr>
<td>Whole roasts (beef, corned beef, pork and cured pork roasts such as ham). Holding time may include post oven heat rise. Minimum oven temperature for roasts greater than 10 pounds is 250°F for dry heat. For roasts less than 10 pounds, minimum oven temperatures are 350°F for dry heat and 325°F for convection ovens. Oven temperature may be 250°F or less for high humidity cooking (relative humidity greater that 90 percent for at least 1 hour or in a moisture impermeable bag that provides 100 percent humidity).</td>
<td>130</td>
<td>54.4</td>
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<tr>
<td></td>
<td>131</td>
<td>55</td>
</tr>
<tr>
<td></td>
<td>133</td>
<td>56.1</td>
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<tr>
<td></td>
<td>135</td>
<td>57.2</td>
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<td></td>
<td>136</td>
<td>57.8</td>
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<td></td>
<td>138</td>
<td>58.9</td>
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<td>140</td>
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<td>151</td>
<td>66.1</td>
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<td>155</td>
<td>68.3</td>
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<tr>
<td></td>
<td>158</td>
<td>70</td>
</tr>
<tr>
<td>Poultry; stuffed meat, pasta, or poultry, and exotic bird species; wild game animals; and stuffing containing fish, meat, or poultry.</td>
<td>165</td>
<td>74</td>
</tr>
<tr>
<td><strong>Reheating chilled leftovers for 2nd day service.</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Raw foods of animal origin cooked in a microwave oven.</td>
<td>165</td>
<td>74</td>
</tr>
<tr>
<td>Fruits and vegetables cooked for hot holding, ready-to-eat commercially-processed foods, and hot held items.</td>
<td>135</td>
<td>57</td>
</tr>
</tbody>
</table>

Source: COMAR 10.15.03.10.A.(1)
HACCP Plan Form

Facility Name:

Prepared by:

CCP: **Hot Hold**
- Receive > Store > Prep > Cook > Hot Hold > Serve
- Receive > Store > Thaw > Cook > Hot Hold > Serve

Critical limits: Maintain product temperature at 135°F or above.

Monitoring: Measure temperature at coolest part of the product every 2 to 4 hours.

Corrective Actions: Reheat to a minimum of 165°F for at least 15 seconds if product temperature has been below 135°F for no more than 2 hours. Product must be discarded if it has been below 135°F for more than 4 hours or time out of temperature is unknown.

Equipment:

Menu items using this CCP:
HACCP Plan Form

Facility Name:

Prepared by:

CCP: Cool
Receive > Store > Cook > Cool > Reheat > Serve
Receive > Store > Prep > Cook > Cool > Reheat > Serve
Receive > Store > Thaw > Cook > Cool > Reheat > Serve

Critical limits: Rapidly cool from 135°F to 70°F within 2 hours; and from 70°F to 41°F within an additional 4 hours (6 hours total). *Cold salads and canned meat must be cooled to an internal temperature of 41°F within 4 hours.

Monitoring: Measure product temperature at 2 hours and 6 hours.

Corrective Actions: Modify procedure as needed. Cooling methods may include ice paddle, ice bath, shallow pans, rapid chill, refrigeration, or freezing. If not cooled to 41°F within 6 hours, product must be reheated to 165°F or discarded.

Equipment:

Menu items using this CCP:
Facility Name:

Prepared by:

CCP: **Reheat**
- Receive > Store > Cook > Cool > Reheat > Serve
- Receive > Store > Prep > Cook > Cool > Reheat > Serve
- Receive > Store > Thaw > Cook > Cool > Reheat > Serve

Critical limits: Potentially hazardous foods are to be reheated within two hours to a minimum internal temperature of 165°F or above for at least 15 seconds for a food that has been cooked, cooled, and refrigerated before being placed into hot holding equipment.

If using a microwave oven, foods must reach a minimum internal temperature of 165°F for at least 15 seconds (within 2 hours or less) and kept covered for 2 minutes before serving.

Monitoring: Measure temperature at coolest part of the product. Monitor the elapsed time it takes to reheat product.

Corrective Actions: If product does not reach the required minimum temperature within 2 hours, the food must be discarded.

Equipment:

Menu items using this CCP:
HACCP Plan Form

Facility Name:

Prepared by:

CCP: CATERING for Off-Site Temporary Events
Receive > Prep > Cook > Store > Transport > Serve > Discard
Receive > Store > Transport > Prep > Cook > Serve > Discard

Critical limits: Maintain product temperature at 135° F or above for all Hot-Held food items. Maintain product temperature at 41° F or below for all Cold-Held food items. Off-site cooking required at 165° F for 15 seconds or the required minimum cook temperature and time.

Monitoring: Measure temperatures at coldest/warmest part of the product every 2 to 4 hours.

Corrective Actions: Product temperatures must be reheated to 165° F for a minimum of 15 seconds, or discarded within 4 hours.

Equipment*: Cold-hold methods may include but are not limited to: refrigeration, shallow pans, rapid-chill, and ice baths. Hold-Hold methods may include but are not limited to: chaffing dishes, warming cabinets, and crockpots.
*All Cooking equipment used shall be NSF-Approved or labeled as Commercial-grade use.

Menu items using this CCP:
HACCP Plan Form

Facility Name:

Prepared by:

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CCP:

Critical limits:

Monitoring:

Corrective Actions:

Equipment:

Menu items using this CCP:
Time Only Request Form

Name of Facility: ________________________________
Address of Facility: ________________________________
Name of Owner: ________________________________

Time-only temperature control allows the facility to maintain food items at ambient temperatures under special conditions. See COMAR 10.15.03 Regulation .08 for specific details.

The approving authority may approve the use of time-only, rather than time in conjunction with temperature for food protection.

Before using time-only while holding or preparing a potentially hazardous food, a written request is submitted to and approved by the approving authority for a specific food under specific conditions of preparation and service.

FOOD/MENU ITEM:

RECORD KEEPING PROCEDURES: (attach all record keeping forms)

PROCEDURES FOR IDENTIFYING FOOD FOR USE OR DISCARD:

For Office Use Only:

Facility Permit Number: ________________________________ Date: ________________________________
Sanitarian: ________________________________

ENVIRONMENTAL HEALTH
13332 Pennsylvania Avenue
Hagerstown, Maryland 21742
240-313-3400 Voice · 240-313-3391 TDD · 240-313-3424 Fax
**Stem-Thermometer Calibration**

**Ice-Point Method for Calibrating a Thermometer**

Fill a large container with crushed ice. Add clean tap water until the container is full. Stir the mixture well. Insert the thermometer stem or probe into the ice water so the sensing area is completely submerged. Wait thirty seconds, or until the indicator stops moving. Do not let the stem or probe touch the container’s bottom or sides. The thermometer stem or probe must remain in the ice water. Hold the calibration nut securely with a wrench or other tool and rotate the head of the thermometer until it reads 32° Fahrenheit.

**Boiling-Point Method for Calibrating a Thermometer**

Bring clean tap water to a boil in a deep pan. Insert the thermometer stem or probe into the boiling water so the sensing area is completely submerged. Wait thirty seconds, or until the indicator stops moving. Do not let the stem or probe touch the pan’s bottom or sides. The thermometer stem or probe must remain in the boiling water. Hold the calibration nut securely with a wrench or other tool, and rotate the head of the thermometer until it reads 212° Fahrenheit.
Written Procedures for Employee HACCP Training

All employees will be trained to use the approved HACCP plan prior to beginning food preparation and periodically as needed. Training will include identification of the processes that are critical control points, how these processes will be monitored, and what corrective actions must be taken when critical controls are violated (cooling/reheating/discard).

The approved HACCP plan will be available in the food preparation area at all times.

Temperature logs will be used to monitor product temperatures during the preparation process. These completed logs will be maintained in the food preparation area, and held for review by management, as part of the HACCP monitoring system.

- OR -

If food temperature logs are not used, temperatures are to be taken daily at opening and closing, also at regular intervals every 2 to 4 hours during facility operation.

Training in basic sanitation will include hand washing procedures and methods for cleaning and sanitizing utensils, equipment, and food preparation surfaces.

All employees will be trained to use and calibrate a metal stem thermometer, and will be required to check and recalibrate thermometers as often as deemed necessary. (see next page)

*NOTE: Use of logs for record keeping is strongly encouraged, but not required, as long as the facility can demonstrate temperatures are routinely monitored, as described in the HACCP plan, and specified corrective actions are taken when critical limits are not met.
Examples of Record Keeping Chart

**Display product temperature Form**

<table>
<thead>
<tr>
<th>Product</th>
<th>Initial Temp</th>
<th>Time</th>
<th>Product Temp</th>
<th>Initials</th>
</tr>
</thead>
<tbody>
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</table>

**Cooler Temperature Form**

<table>
<thead>
<tr>
<th>Temperature</th>
<th>Time</th>
<th>#1</th>
<th>#2</th>
<th>#3</th>
<th>Initials/Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>7:00am</td>
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<td>11:00am</td>
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<td>3:00pm</td>
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**Receiving Temperature Form**

<table>
<thead>
<tr>
<th>Product</th>
<th>Temp</th>
<th>Initials/comments</th>
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<tbody>
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</tbody>
</table>
0. Wet hands with water
1. Apply enough soap to cover all hand surfaces.
2. Rub hands palm to palm
3. Right palm over left dorsum with interlaced fingers and vice versa
4. Palm to palm with fingers interlaced
5. Backs of fingers to opposing palms with fingers interlocked
6. Rotational rubbing of left thumb clasped in right palm and vice versa
7. Rotational rubbing, backwards and forwards with clasped fingers of right hand in left palm and vice versa.
8. Rinse hands with water
9. Dry thoroughly with a single use towel
10. Use towel to turn off faucet
11. ...and your hands are safe.
STOP
HEALTH REGULATIONS REQUIRE THAT YOU
WASH YOUR HANDS!

- BEFORE STARTING WORK (INCLUDING AFTER BREAKS)
  - AFTER VISITING TOILET
    - WHEN SOILED BY WORK

Method of Hand Washing

- Use SOAP and WARM, RUNNING WATER
- WASH your hands vigorously
- WASH ALL SURFACES, including:
  - backs of hands
  - wrists
  - between fingers
  - under fingernails
- RINSE well
- DRY hands with a paper towel (or automatic hot air dryer in bathrooms)
- Turn off the water handles using a PAPER TOWEL instead of bare hands