



HACCP PLAN TEMPLATE
 DEPARTMENT OF HEALTH AND HUMAN SERVICES
 SFN 62404 (09-2023)

Hazard analysis critical control point (HACCP) is a preventive approach to food safety. It identifies food safety hazards in the food production process and designs measurements to reduce those hazards to a safe level. HACCP includes having a written plan that addresses identified critical control points (CCPs) where illness or injury is reasonably likely to occur in the absence of the hazard's control.

Submit the completed HACCP plan and provide all documents relating to your establishment's HACCP plan to the North Dakota Department of Health and Human Services, Food and Lodging Unit by email (foodandlodging@nd.gov), fax (701-328-0340), or mail (1720 Burlington Dr, Ste A, Bismarck, ND 58504-7736). If you have further questions, please contact us at: 701-328-1291.

Establishment Information

Establishment Name	License Number	Date	
Establishment Address	City	State	Zip Code
Owner/Corporate Name			
Mailing Address (if different)	City	State	Zip Code
Primary Contact for HACCP Plan			
Primary Contact Email Address	Primary Contact Telephone Number		

HACCP Team

Name	Job Title or Description

Template adapted from the Minnesota Department of Health

Reason for this HACCP plan*

Please check one of the following:

- New HACCP plan submittal
- Modification of existing HACCP plan

Activity or food category

Please check one or more of the following:

- Curing food
- Custom processing animals for personal use
- Operating and maintaining molluscan shellfish tanks
- Reduced oxygen packaging (ROP) - ROP methods include vacuum packaging, cook-chill, sous vide, modified atmosphere packaging (MAP), and controlled atmosphere packaging (CAP)
- Smoking food as a method of food preservation rather than as a method of flavor enhancement
- Sprouting seeds or beans
- Using food additives or adding components, such as vinegar, to preserve food rather than as a method of flavor enhancement, or to render the food so that it is not time and temperature control for safety food
- Other:

*Please consult with the Regulatory Authority to determine if a variance is required.

Product details

Provide product name, ingredients list, recipe/directions, and process description. Additional scientific documentation, as required by the Regulatory Authority, addressing the food safety concerns involved for this HACCP activity shall be provided.

Product Name

Ingredients List

Recipe

Directions

Process Description

Intended use and consumer

Please check one or more of the following to indicate how the product will be used.

- Ready-to-eat; served in the food establishment to consumers.
- Ready-to-eat; distributed to satellite location; served at satellite location to consumers.
- Ready-to-eat; packaged and sold in the food establishment for home use.
- Ready-to-eat; packaged and sold wholesale to another food establishment for retail sale.
- Raw; served in the food establishment to consumers.
- Raw; distributed to satellite location; served at satellite location to consumers.
- Raw; packaged and sold in the food establishment for home use.
- Raw; packaged and sold wholesale to another food establishment for retail sale.
- Other:

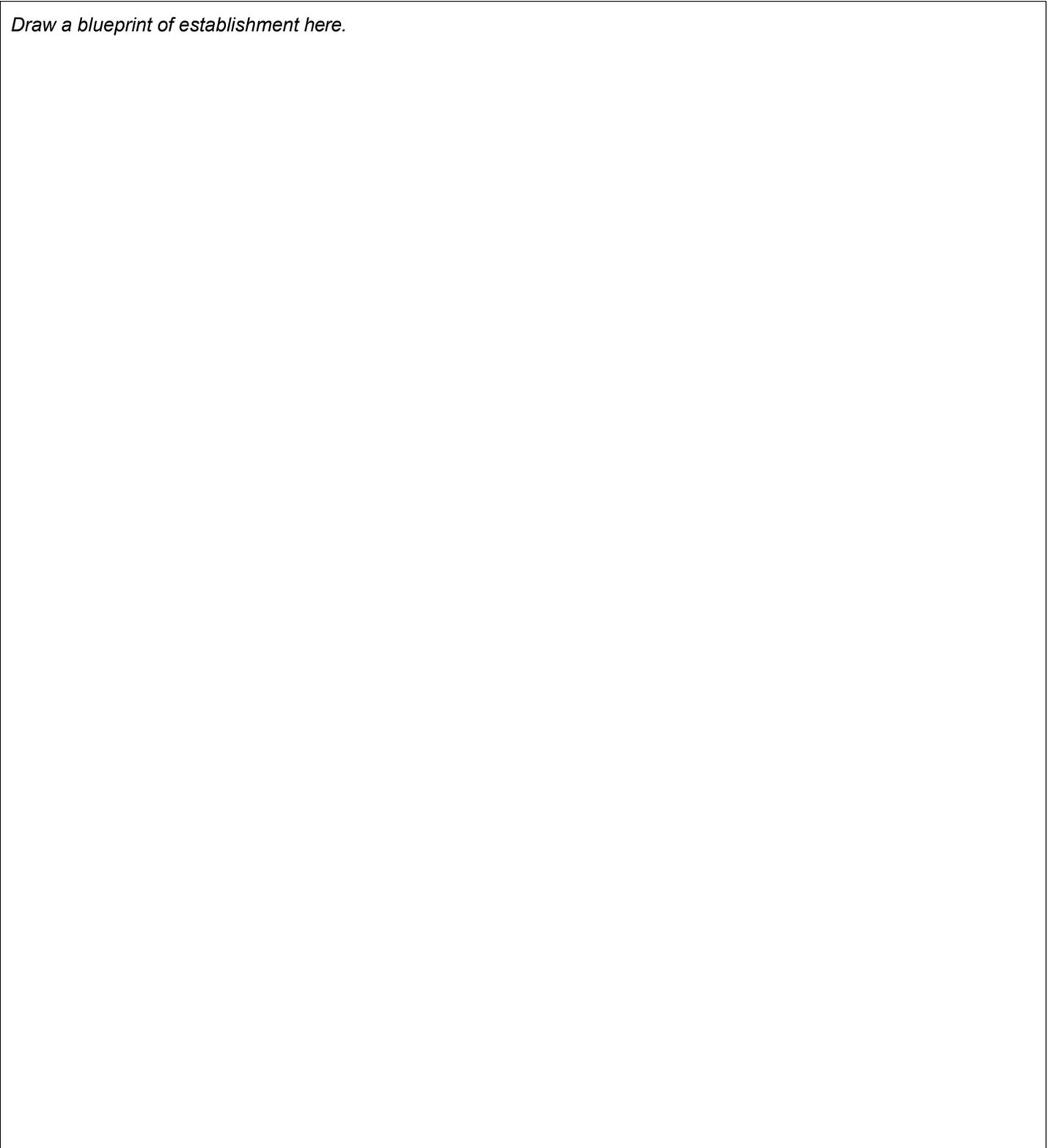
Shelf life

For each storage method included in this HACCP plan, indicate the maximum time products will be stored.

Layout of production area

Provide a hand drawing, blueprint, or other diagram of the production area. Include all areas involved with this HACCP activity. Important details may include: sink types and locations, equipment locations, receiving, storage, preparation, and processing areas.

Draw a blueprint of establishment here.

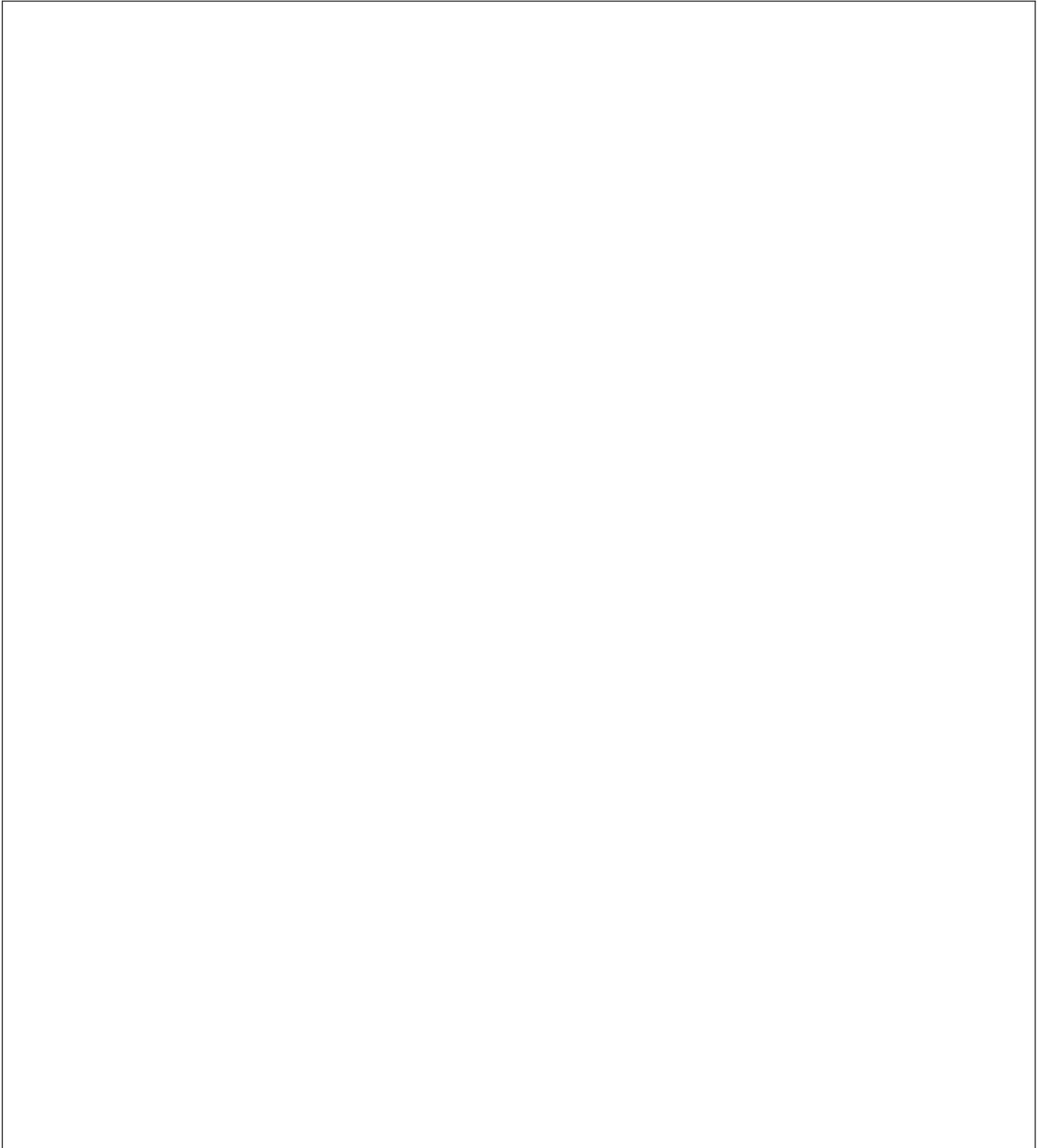


Equipment and materials

List all equipment and materials used for this HACCP activity. Include manufacturer names and model numbers. Attach specification sheets, if available.

Food flow diagram

Provide a written flow diagram for foods covered in this HACCP plan. Identify process steps from receiving through service. Identify the critical control points (CCPs) on the flow diagram.

A large, empty rectangular box with a thin black border, intended for the user to draw a food flow diagram. The box occupies most of the page below the instructions.

Hazard analysis

Use the chart below to conduct and document the hazard analysis. The HACCP plan shall include CCPs for each identified hazard.

Step from food flow diagram.	Identify potential biological (B), chemical (C), and physical (P) hazards introduced, controlled, or enhanced at this step.	Does this step involve a hazard of sufficient risk and severity to warrant its control? (Yes/No)	Justification for decision.	What preventive measure(s) can be applied for the significant hazards?	Is this step a CCP? (Yes/No)

Step from food flow diagram.	Identify potential biological (B), chemical (C), and physical (P) hazards introduced, controlled, or enhanced at this step.	Does this step involve a hazard of sufficient risk and severity to warrant its control? (Yes/No)	Justification for decision.	What preventive measure(s) can be applied for the significant hazards?	Is this step a CCP? (Yes/No)

Standard Operating Procedures (SOPs)

Include SOPs that describe how to conduct procedures specific to this HACCP activity. SOPs necessary for this HACCP activity may include: maintenance of specialized equipment (pH meter calibration, cleaning and sanitizing of equipment), and employee training (monitoring, corrective action, record-keeping procedures, and proper formulation of food additives).

A large, empty rectangular box with a thin black border, occupying the majority of the page below the text. It is intended for the user to list and describe the Standard Operating Procedures (SOPs) for the HACCP activity.

Prerequisite programs

Describe facility-wide considerations implemented in all phases of the food operation that allow active managerial control over personal hygiene and cross-contamination. Include standard sanitation operating procedures (SSOPs) that address the following: how employees comply with ND Food Code by preventing contamination from hands, minimizing cross contamination, cleaning and sanitizing procedures, and restriction or exclusion of ill employees. Include a description of the training programs that ensure food safety in the operation.

Record-keeping

Attach all blank record-keeping forms employees will use for the processes covered in this HACCP plan. Procedures to monitor all SOPs (daily thermometer accuracy log, pH meter calibration log) shall be included. Procedures to monitor all CCPs (temperature logs for cooking, cooling, and storage; product pH testing log; corrective action logs; etc.) shall be included. The PIC shall verify all record-keeping documents by reviewing, dating, and initialing the logs.

