**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 | |
|---|---|---|---|
| Jelly and Jam XXXX | XXXX | MM/DD/YYYY | |
| **Establishment Address** | **City** | **State** | **Zip Code** |
| 123 Ave. | Any City | ND | XXXXX |
| **Owner/Corporate Name** | | | |
| ABC Jams | | | |
| **Mailing Address (if different)** | **City** | **State** | **Zip Code** |
| same as establishment | | | |
| **Primary Contact for HACCP Plan** | | | |
| General Manager | | | |
| **Primary Contact Email Address** | **Primary Contact Telephone Number** | | |
| gmgr@email.com | XXX-XXX-XXXX | | |

## HACCP Team

| Name | Job Title or Description |
|---|---|
| Joe Smith | General Manager |
| Sue Smith | Assistant Manager |
| Ted Smith | Jelly Maker |
| Frank Smith | Quality Control Officer |
| | |
| | |

*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

Rhubarb-Strawberry Jam with Pectin

Ingredients List

Rhubarb, Strawberry, Sugar, and Pectin

Recipe

- 1 cup cooked red-stalked rhubarb (1 pound rhubarb and ¼ cup water)
- 2½ cups crushed strawberries
- 6½ cups sugar
- 6 oz. liquid pectin

Yield: About 7 or 8 half-pint jars

Directions

Process Description

**Preparation**: Wash rhubarb and slice thin or chop; do not peel. Add water, cover and simmer until rhubarb is tender (about one minute). Sort and wash fully ripe strawberries: remove stems and caps. Crush berries.

**Production**: Measure prepared rhubarb and strawberries into a kettle. Add sugar and stir well. Place on high heat and stirring constantly, quickly bring to a full boil with bubbles over the entire surface. Boil for one minute, stirring constantly. Remove from heat and stir in pectin. Skim. Fill hot jam immediately into hot, sterile jars, leaving ¼-inch head space. Wipe rims of jars with a dampened clean paper towel; adjust the lids and process the jars using a water bath canner.

## 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:

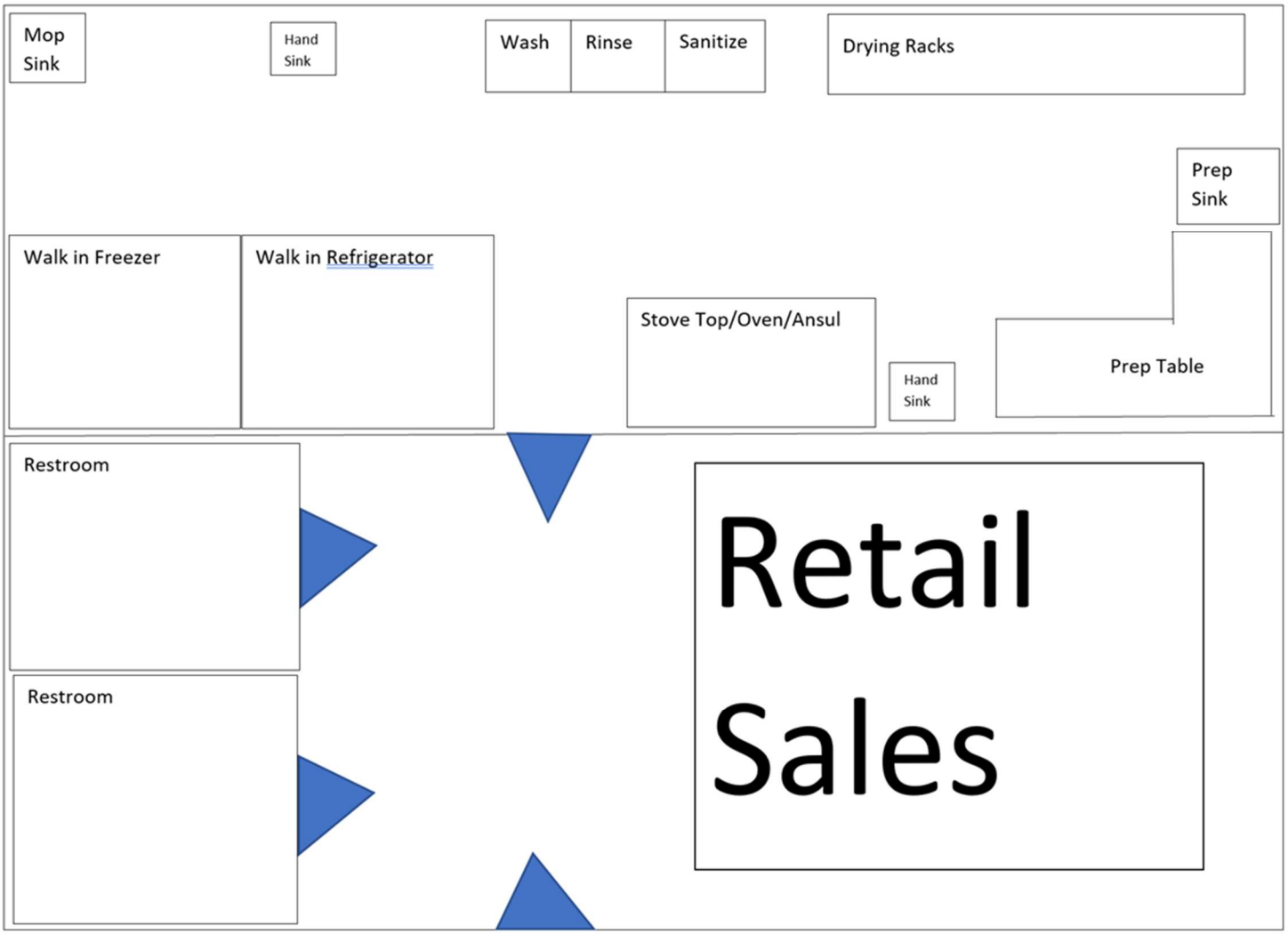
## Shelf life

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

*A product assessment of processed jam using the indicated recipe and directions determined that the shelf life of the product is 12 months*
*or*
*Room temperature storage: Best if used by 6 months of production date*

## 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.



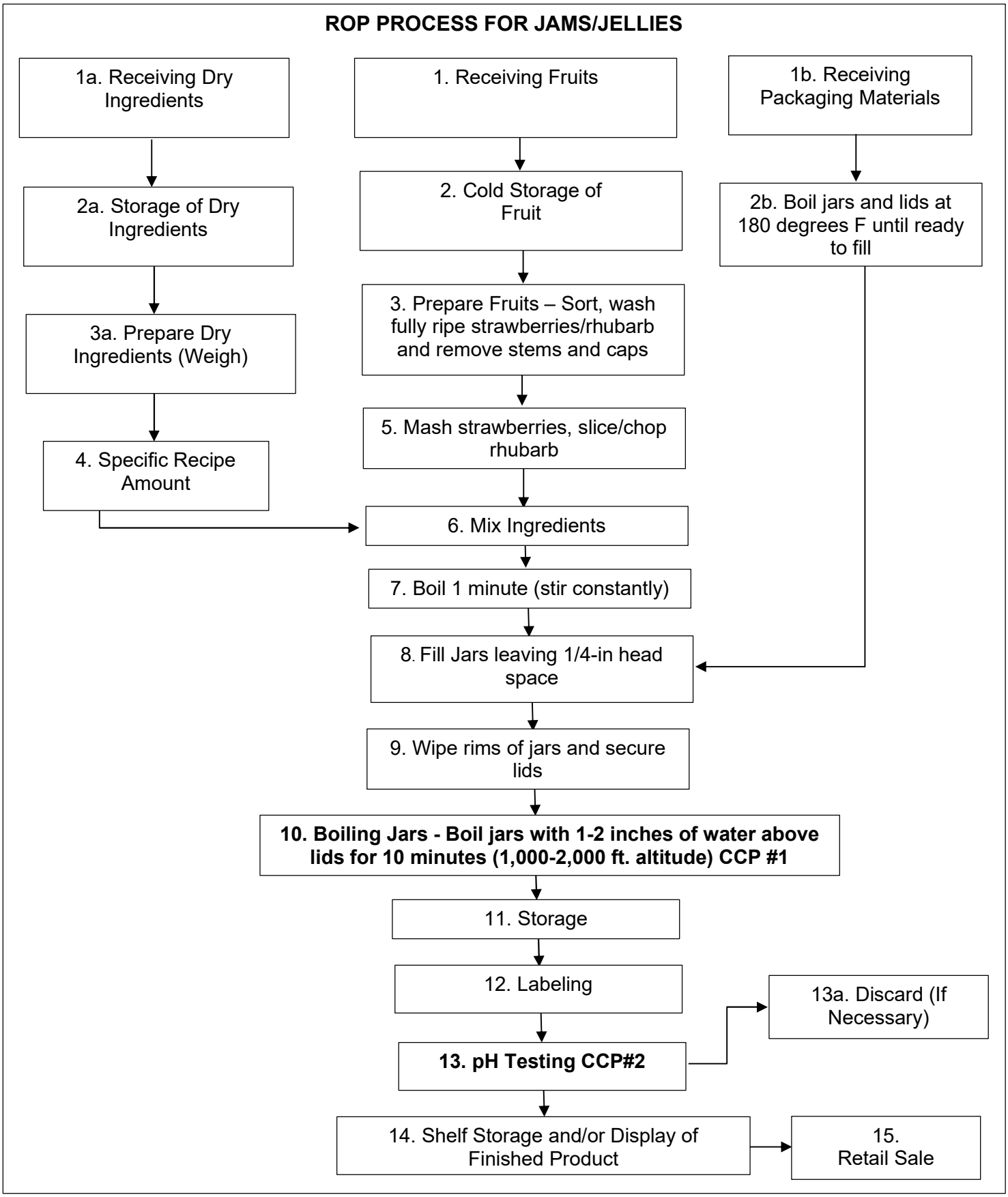
## Equipment and materials

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

*Stoves: Make ABC, Model 123*
*Boiling Water Bath Canner: Make ABC, Model 123*
*Canning Rack: Make ABC, Model 123*
*Glass Preserving Jars, Lids, & Bands: Brand ABC*
*Kitchen Utensils, Ladle, Funnel, Knives, & Slicer: Brand ABC*
*Jar Lifter, Magnet, Measuring Cups & Spoons: Brand ABC*
*Walk-In Cooler: Make ABC, Model 123*
*Timer: Make ABC, Model 123*
*pH Meter: Make ABC, Model 123*
*Distilled Water: Brand ABC*
*Buffer Solutions 4.0 & 7.0: Brand ABC, Lot 123*
*Blender: Make ABC, Model 123*
*Clear Plastic or Metal Blender Cups for pH Testing*

## 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.



## 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) |
|---|---|---|---|---|---|
| *1. Receiving Fruits* | *B –Clostridium botulinum*<br>*C – None*<br>*P – None* | *Yes* | *Fresh fruit is known to contain pathogens* | *Fruit will be washed properly* | *No* |
| *1a. Receiving Dry Ingredients*<br>*1b. Receiving Packaging Materials* | *B – None*<br>*C – Deleterious Chemicals*<br>*P – Foreign Material* | *No* | *Dry ingredients will be purchased from approved sources.*<br>*Non-food packaging materials might have been treated/washed with chemicals not suitable for food contact surfaces* | *Visual inspection of dry ingredients upon receipt*<br>*Use of food grade packaging only* | *No* |
| *2. Cold Storage of Fruits* | *B –Clostridium botulinum*<br>*C – None*<br>*P – None* | *Yes* | *Potential Growth of Pathogens* | *All fruits will be washed properly before use* | *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) |
|---|---|---|---|---|---|
| *2a.Storage of Dry Ingredients 2b. Storage of Packaging Materials* | *B – None C – Chemical Contaminants P – Foreign Material* | *No* | *C – Proper chemical storage makes contamination unlikely P – Visible foreign material that could compromise product safety; rodent droppings and/or insects* | *C – All chemicals are stored in an area separate from dry ingredients and packaging materials P – Visual inspection of packaging materials to ensure no foreign material is present* | *No* |
| *3. Prepare Fruits – Sort, wash fully ripe strawberries/rhubarb and remove stems and caps* | *B –Clostridium botulinum C – None P – None* | *Yes* | *Potential introduction and/or growth of pathogens* | *All fruits will be washed thoroughly prior to cooking SSOPs for handwashing and cleaning of equipment* | *No* |
| *3a. Prepare Dry Ingredients* | *B – None C – Chemical Contaminants P – Foreign Material* | *No* | *C – Proper chemical storage makes contamination unlikely P – Visible foreign material that could compromise product safety; rodent droppings and/or insects* | *C – All chemicals are used in an area separate from dry ingredients P – Visual inspection of dry ingredients to ensure no foreign material is present* | *No* |
| *4. Weigh/measure Dry ingredients* | *B – Pathogens - Clostridium botulinum C - Nitrites P- None* | *Yes* | *To ensure safety of the product that was tested at this specific recipe* | *If recipe is not followed exactly it will be discarded and the process starts over* | *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) |
|---|---|---|---|---|---|
| *5. Mash strawberries and slice/chop rhubarb* | *B – None*<br>*C – None*<br>*P – Metal* | *No* | *In house inspection of processing equipment will help safeguard against metal contamination* | *SOPs* | *No* |
| *6. Mix Ingredients* | *B – None*<br>*C – None*<br>*P – Metal* | *No* | *In house inspection of processing equipment will help safeguard against metal contamination.* | *SOPs* | *No* |
| *7. Boil ingredients* | *B –Clostridium botulinum*<br>*C – None*<br>*P – None* | *Yes* | *Potential Growth of Pathogens* | *Boil all ingredients to a rolling boil for 1 minute* | *No* |
| *8. Fill Jars* | *B –Clostridium botulinum*<br>*C – None*<br>*P – None* | *Yes* | *Fresh fruit is known to contain pathogens* | *Fill jars leaving 1/4inch head space* | *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) |
|---|---|---|---|---|---|
| *9. Wipe Rims and secure lids* | *B –Clostridium botulinum*<br>*C – None*<br>*P – None* | *Yes* | *Residue left on the rims will prevent proper sealing of the jars* | *Visual inspection of jars to ensure jar rims are clear of any residue* | *No* |
| *10. Boiling Jars* | *B –Clostridium botulinum*<br>*C – None*<br>*P – None* | *Yes* | *Potential growth of pathogens due to cross-contamination is likely* | *Boil jars submerged in boiling water with 1-2 inches of water above the lid for 10 minutes at an altitude of 1,000-2,000 ft.* | ***B - Yes CCP #1*** |
| *11. Storage* | *B – Pathogens: Clostridium botulinum*<br>*C – None*<br>*P – None* | *Yes* | *It takes time for all portions of the thermally processed product to reach a finished product pH of 4.6 or below* | *All jars from each batch will be stored for at least seven days from the date prepared* | *No* |
| *12. Labeling* | *B –Clostridium botulinum*<br>*C – Allergens*<br>*P – None* | *Yes* | *Improperly date marked products will result in outdated or unsafe products*<br>*Improperly labeled products will result in allergens risks* | *Each package will be properly labeled with shelf life of 12 months*<br>*Each package will be properly labeled with ingredient information to include allergens* | *B – No*<br>*C – 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)* |
|---|---|---|---|---|---|
| ***13. pH Testing (CCP #2)*** | *B – Pathogens: Clostridium botulinum*<br>*C – None*<br>*P – None* | *Yes* | *Finished product pH of 4.6 or below controls the pathogen growth and toxin formation* | *Finished product pH 4.6 or below* | ***Yes: CCP 2*** |
| *13a. Discard (If Necessary)* | *None* | *N/A* | *N/A* | *N/A* | *N/A* |
| *14. Shelf Storage and/or Display of Finished Product* | *B – None*<br>*C – None*<br>*P – Chemical contaminants* | *No* | *Proper chemical storage makes contamination unlikely* | *All chemicals are stored in an area separate from jams* | *No* |
| *15. Retail Sale* | *None* | *N/A* | *N/A* | *N/A* | *N/A* |

## HACCP Plan CCP Chart

Complete the chart below. Identify each CCP and describe: the critical limit, method and frequency for monitoring and controlling the CCP, method and frequency for person in charge (PIC) to verify that food employees are following standard operating procedures (SOPs) and monitoring CCPs, corrective action when critical limits are not met, and how records are maintained.

| Critical Control point (CCP) | Significant hazard(s) | Critical limits for each hazard | Monitoring | | | | Corrective action(s) | Records | Verification |
|---|---|---|---|---|---|---|---|---|---|
| | | | What | How | Frequency | Who | | | |
| ***CCP #1 Boiling Jars*** | *B –Clostridium botulinum<br>C – Allergens<br>P – None* | *180°F/15 sec minimum* | *Temperature of the water - Temperature measurements shall be taken from multiple locations to meet requirement* | *Calibrated digital thermometer* | *Each batch* | *Designated food worker* | *If CCP is not reached after boiling the jars, continue to boil until CCP is reached* | *Batch Record Log<br>Thermometer Calibration Log* | *Digital thermometer will be calibrated and recorded weekly – record will be reviewed, signed and dated by PIC monthly* |
| ***CCP #2 pH Testing*** | *B – Pathogens: Clostridium botulinum<br>C – None<br>P – None* | *pH of 4.6 or below* | *pH of finished product* | *Use a pH meter<br>Follow SOPs for preparing product slurry, calibrating pH meter, and testing pH* | *Each batch* | *Designated food worker* | *If product slurry does not meet critical limit, the batch will be discarded<br>Identify and retrain employee(s) on how to ensure that critical limits are met<br>Record corrective actions on the Thermal Processing and pH Testing Log* | *Thermal Processing, pH Testing, and Labeling Log* | *PIC will review all records within seven days of completion<br>All employees will use and maintain equipment per manufacturer's specifications* |

## 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).

### PROCEDURE FOR CANNING JAMS/JELLIES

1. ***Receiving Fruits:*** *Fruits will be obtained or purchased from an approved source and received. Verify products are in good condition, safe, and unadulterated.*

   *1a.* ***Receiving Dry Ingredients:*** *Inspect dry ingredients upon receipt to verify that they are intact and in good condition. Reject dry ingredients that are not in good condition.*

   *1b.* ***Receiving Packaging Materials:*** *Food grade packaging will be used for the ROP process. Inspect packaging upon receipt to verify that it is intact and in good condition.*

2. ***Cold Storage of Fruits:*** *All commercially processed fruits requiring temperature control for safety will be immediately stored in coolers at 41°F or less or freezers and maintained frozen in a solid state; whole intact fruits may be stored at room temperature.*

   *2a.* ***Storage of Dry Ingredients:*** *Non-perishable products are stored in a clean location that is separated from any potential sources of contamination.*

   *2b.* ***Storage of Packaging Materials:*** *Non-perishable products are stored in a clean location that is separated from any potential sources of contamination.*

3. ***Prepare Fruits – Sort, wash fully ripe strawberries/rhubarb and remove stems and caps:*** *Assemble materials necessary for the process in the work area. Visually inspect all equipment and utensils for foreign material and/or metal contamination prior to use. Wash hands prior to washing the fruits then slice/chop rhubarb and remove stems and caps from strawberries*.

   *3a.* ***Prepare Dry Ingredients:*** *Review the recipe to confirm that all required ingredients are on hand.*

4. ***Weigh/Measure Dry Ingredients:*** *Weigh/measure out specific ingredients identified in the recipe.*

5. ***Mash/Slice/Chop:*** *Mash the strawberries and chop/slice the rhubarb.*

6. ***Mix Ingredients:*** *Combine fruits with dry ingredients. Mix well.*

7. ***Cook:*** *Bring all ingredients to a rolling boil for 1 minute.*

8. ***Fill Jars:*** *Fill jars leaving ¼ inch of head space.*

9. ***Wipe Rims of Jars/Secure Lids:*** *Wipe the rims of the jars and visually inspect residue has been removed. Secure the lids on the jars.*

10. ***Boiling Jars (CCP #1):*** *Place jars in canning water with 1-2 inches of water above the lids. Boil for 10 minutes at an altitude of 1,000-2,000 feet.*

    a. ***Critical Limit:*** *Boil for 10 Minutes.*
    b. ***Monitoring:*** *Use a timer and set it for ten minutes once you have reached a rolling boil*
    c. ***Corrective Action****: If CCP is not reached continue to boil until the CL is met.*
    d. ***Records:*** *Document on Batch Record Log*
    e. ***Verification:*** *PIC will verify that designated employees have met the critical limit and sign off on Batch Record Log prior to product being offered for retail sale.*

11. ***Storage:*** *All jars from each batch will be stored for at least seven days from the date prepared.*

12. ***Labeling:*** *Properly label each package with name of product, product net weight, business name and physical address including zip code, and allergen information. Include use-by date that is 12 months from date of reduced oxygen packaging per product assessment.*

13. ***pH Testing (CCP#2): pH Testing:*** *Follow pH Testing SOP for calibration of pH meter, preparation of product slurry, and calibration of pH meter.*

    a. ***Critical Limit:*** *pH of 4.6 or below*

    b. ***Monitoring:*** *Use a pH meter to test one jar from each batch.*

    c. ***Corrective Action:*** *If product slurry does not meet critical limit, the batch will be discarded.*
        *a. Identify and retrain employee(s) on how to ensure that critical limits are met. Record corrective actions on the Thermal Processing and pH Testing Log.*
    d. ***Records:*** *Record all required information on the Thermal Processing and pH Testing Log. Maintain records for at least one year.*
    e. ***Verification:*** *PIC will verify that designated employees have met the critical limit and sign off on Thermal Processing and pH Testing Log within seven days of completion. All food workers shall use and maintain equipment per manufacturer's specifications.*

13a. ***Discard (If Necessary):*** *If CCP 1 and 2 are not met, discard the batch.*

14. ***Shelf Storage and/or Display of Finished Product:*** *If storing, place ROP packages in dry storage area. If intended for display for retail sale, place ROP packages on display shelves.*

15. ***Retail Sale:*** *Product is purchased by consumer.*

## PROCEDURE FOR CLEANING AND SANITIZING OF EQUIPMENT

*Food-contact equipment and utensils are cleaned every four hours if in use. Non-food-contact surfaces are cleaned at a frequency necessary to prevent accumulation of soil residues.*

1. ***Pre-cleaning*** *– Equipment and utensils are pre-cleaned by pre-flushing, presoaking, or scraping as necessary to eliminate excessive food debris.*

2. ***Washing*** *– Equipment and utensils are washed in soapy water to remove or completely loosen soils using a manual method.*

3. ***Rinsing*** *– Washed utensils and equipment are rinsed in water to remove soapy residue prior to sanitizing.*

4. ***Testing Sanitizer Solution*** *– Select appropriate test strip (chlorine, quaternary ammonia, or iodine) and test sanitizing solution prior to use daily to ensure appropriate concentration.*

5. ***Sanitizing*** *– After being washed and rinsed, equipment and utensils are sanitized with an approved chemical by immersion. Concentration and exposure times are important to ensure effectiveness of the chemical. Refer to the manufacturer's label for concentrations and exposure times.*

6. ***Air Drying*** *– Allow all cleaned and sanitized equipment and utensils to air dry before stacking or storing. Do not use towels.*

**When a mechanical ware washing machine is used, follow manufacturer's instructions for use.*

## PROCEDURE FOR EMPLOYEE TRAINING

*Employees will be trained on each step of the food flow chart. Particular attention will be made to critical control points and proper documentation of logs. Employee training will be documented on the Employee Training Log. Employees will not be allowed to process jams/jellies independently until Employee Training Log has been completed.*

## PROCEDURE FOR THERMOMETER CALIBRATION

*Thermometers will be calibrated weekly. The designated food worker must record the calibration temperature and corrective action taken each time a thermometer is calibrated on the Thermometer Calibration Log. Thermometers intended for measuring hot temperature items shall be calibrated in hot water, while those used for cold temperatures shall be calibrated in ice water. The Thermometer Calibration Log will be reviewed, signed and dated by the PIC monthly. The log shall be maintained for a minimum of one year.*

## 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.

**PROCEDURE FOR EMPLOYEE HEALTH & HYGIENE**

1. *Hands are to be thoroughly washed for 20 seconds in a designated hand sink with soap and water, paying particular attention to the areas underneath the fingernails and between the fingers by scrubbing thoroughly. Dry with single use towels. Hand washing is to be done at the following times:*
    - *After using the toilet, in the toilet room*
    - *After coughing, sneezing, using a tissue, using tobacco, eating or drinking*
    - *After handling soiled equipment or utensils*
    - *Immediately before engaging in food preparation activities*
    - *During food preparation activities necessary to remove soil and prevent cross contamination*
    - *When switching between raw and ready-to-eat foods*
    - *Other times as needed to maintain good sanitation*

2. *Fingernails must be kept trimmed, filed, free of nail polish, and maintained so the edges are cleanable and not rough. Artificial nails are prohibited.*

3. *Eating and drinking is prohibited in areas where contamination of exposed food, clean equipment, utensils, unwrapped single service and single use articles could occur. A food employee may drink from a closed beverage container as long as it is handled to prevent contamination. Smoking and other uses of tobacco are prohibited.*

4. *Effective hair restraints must be worn in processing areas.*

5. *Clean outer clothing must be worn each day and changed as often as necessary throughout the day (when moving from a raw food operation to a ready-to-eat food operation). Footwear is to be kept clean. Aprons used by employees are to be hung in a designated area when not in use. They are not to be worn in the toilet area, eating areas, and locker rooms.*

6. *No jewelry (except a wedding band or other plain ring) is allowed during handling of food.*

7. *Food employees shall report to the person in charge when they have a symptom caused by illness, infection, or other source that is:*
    - *Associated with diarrhea, vomiting, or other acute gastrointestinal illness*
    - *Jaundice*
    - *A boil, infected wound, or other lesion containing pus that is open or draining unless: if on the hands and wrist, unless a finger cot or other impermeable cover protects the lesion and a single use glove is worn if on exposed portions of the arms, the lesion is protected by an impermeable cover.*

    *The person in charge shall impose the proper restrictions and exclusions and record on the Employee Illness Log.*

## 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.

## Thermometer Calibration Log

| Date & Initials | Thermometer ID | Method Used (Ice Slurry or Boiling Water) | Thermometer Reading | Accurate (Yes or No) | Corrective Action | Verified by PIC (Initials) |
|---|---|---|---|---|---|---|
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# Thermal Processing, pH Testing, and Labeling Log

| Date & Initials | Product Information | | | | Thermal Processing | | | pH Testing | | | Corrective Actions | Verified by PIC (Initials) |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | Recipe | *Batch Number* | *Jar Size* | *# of Jars Made* | *Is Water Boiling? (Yes or No)* | *Boiling Time* | *CCP #1 Met?* | *pH Meter Calibrated (Yes or No)* | *pH of Product* | *CCP #2 Met?* | | |
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# Employee Training Log

| Name of Employee | Date of Hire |
|---|---|
| | |

| Documentation of Employee Training | | |
|---|---|---|
| *Topic* | *Trainee Date & Initials* | *Trainer Initials* |
| Receiving Fruits, Dry Ingredients, & Packaging Materials | | |
| Cold Storage of Fruits | | |
| Storage of Dry Ingredients & Packaging Materials | | |
| Prepare Fruits | | |
| Weighing Dry Ingredients | | |
| Mashing/slicing/chopping fruits | | |
| Mixing Ingredients | | |
| Boiling Ingredients | | |
| Filling Jars | | |
| Cleaning of jars | | |
| Boiling Jars (CCP #1) | | |
| Storage | | |
| Labeling | | |
| pH testing (CCP #2) | | |
| Discard (if necessary) | | |
| Shelf Storage and/or Display of Finished Product | | |
| Retail Sale | | |
| Thermometer Calibration | | |
| Scale Accuracy | | |
| Cleaning & Sanitizing Equipment | | |
| Employee Health & Hygiene | | |
| Record Keeping | | |

*I verify that I am competent to perform all duties listed above.*

| Employee Signature | Date |
|---|---|
| | |

*I have reviewed this training document and verify that this employee is competent to perform all duties listed above.*

| Employee Signature | Date |
|---|---|
| | |

# Employee Illness Log

**Instructions:** This log should be used to track employee absences due to illness.

- Employees are required to notify the Person in Charge (PIC) of any of the following:
  - Symptoms of vomiting, diarrhea, jaundice, sore throat with fever, and/or infected wounds
  - Diagnosis from a health practitioner of norovirus, hepatitis A, *Shigella, Salmonella* Typhi, nontyphoidal *Salmonella*, or Shiga toxin-producing *E. coli.* The PIC is required to record all reports of symptoms and diagnoses and to notify the Regulatory Authority of any of the diagnoses.

| Report date | Employee name | Vomiting* | Diarrhea* | Jaundice | Fever | Respiratory (cough, sore throat, runny nose) | Comments or additional symptoms | Date returned to work | Diagnosed with a pathogen? (see list above) | If diagnosed, 1-800-472-2927 or local health agency contacted? |
|---|---|---|---|---|---|---|---|---|---|---|
| *02/20/2020* | *John Doe* | *X* | *X* | | | | *Sent home* | *6/15/2019* | *Yes – norovirus* | *02/20/2020* |
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***Employees with diarrhea or vomiting CANNOT RETURN TO WORK for at LEAST 24 HOURS after symptoms resolve.**