



## 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](mailto: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 <b>123 Meats</b>	License Number <b>XXXX</b>	Date <b>MM/DD/YYYY</b>	
Establishment Address <b>123 Ave.</b>	City <b>Any City</b>	State <b>ND</b>	Zip Code <b>XXXXXX</b>
Owner/Corporate Name <b>ABC Meats</b>			
Mailing Address (if different) <b>same as establishment</b>	City	State	Zip Code
Primary Contact for HACCP Plan <b>General Manager</b>			
Primary Contact Email Address <b>gmgr@email.com</b>	Primary Contact Telephone Number <b>XXX-XXX-XXXX</b>		

### HACCP Team

Name	Job Title or Description
Joe Smith	General Manager
Sue Smith	Assistant Manager
Ted Smith	Food Worker
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	Raw ground beef and pork
Ingredients List	Raw ground beef and pork with no additional ingredients
Recipe	Raw beef and pork are cut, trimmed, ground, and packaged for retail sale
Directions	
Process Description	Raw beef and pork cut, trimmed, ground, and packaged for the purposes of retail sale and to extend shelf life of the products. All meats are purchased from approved and licensed suppliers and inspected during receiving for temperature (41°F or below) and quality. The handling, preparation, packaging, and monitoring of vacuum packaged products are conducted by employees who have a thorough understanding of this HACCP plan and are trained in the reduced oxygen packaging process. The ROP operations are conducted only in the designated areas of the kitchen and all vacuum packaged meats are maintained at 41°F or below.

## 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.

*30 days in refrigeration maintained at  $\leq 41^{\circ}\text{F}$*

*If maintained frozen, product may be stored indefinitely*

## 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.

Walk-In Cooler: Make ABC, Model 123

Display Cooler: Make ABC, Model 123

Freezer: Make ABC, Model 123

Grinder: Make ABC, Model 123

Mixer: Make ABC, Model 123

Meat Saw: Make ABC, Model 123

Thermometers: Make ABC, Model 123

Vacuum Packager: Make ABC, Model 123

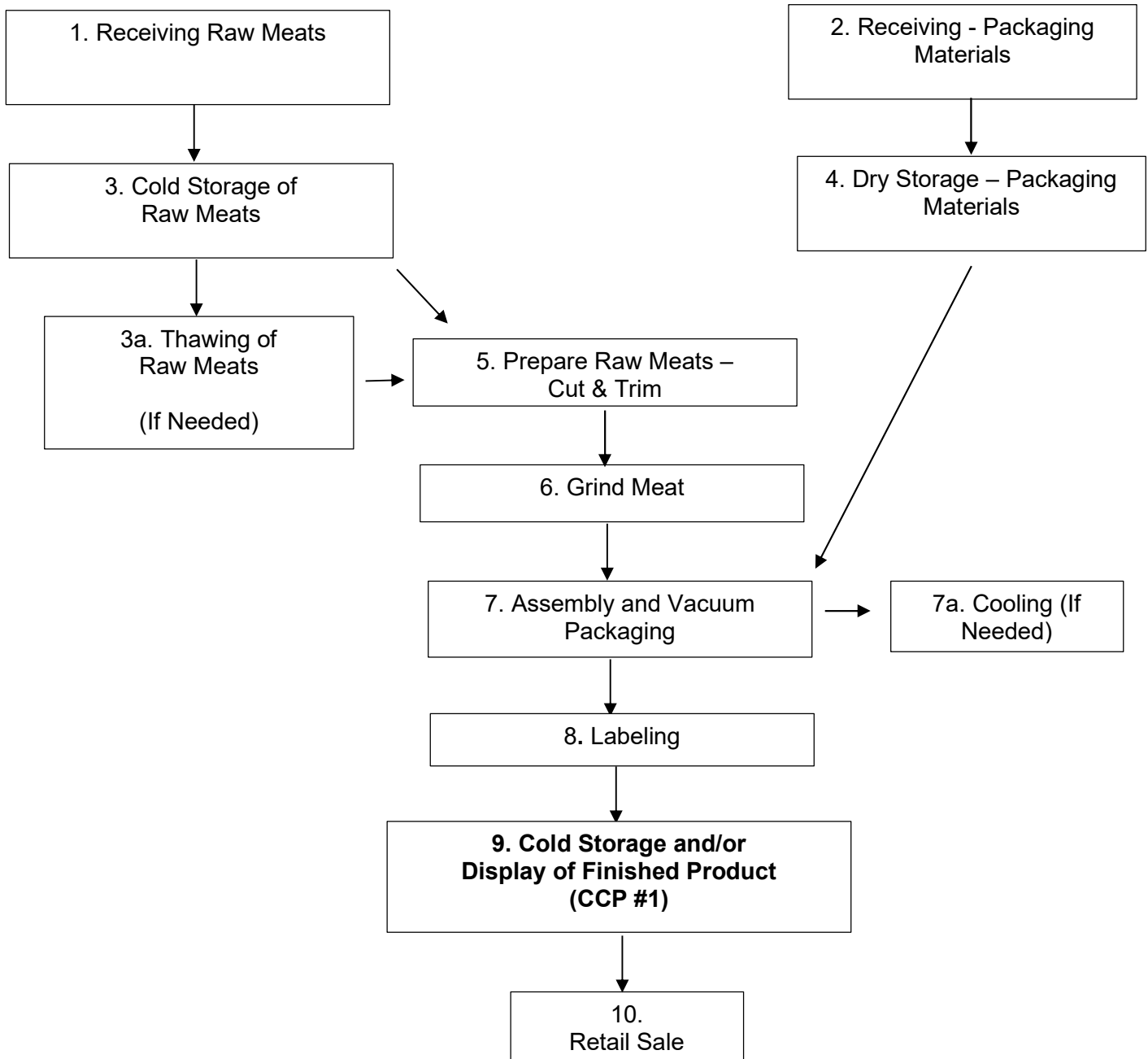
Scale: Make ABC, Model 123

Assorted Food Grade Measuring Containers, Knives, Utensils, Lugs, Totes and Labels: Brand ABC

## 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.

### REDUCED OXYGEN PACKAGING RAW GROUND MEATS



## 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 Raw Meats	B – Pathogens - <i>Salmonella</i> , <i>E. coli</i> O157:H7, <i>S. aureus</i> , <i>Clostridium botulinum</i> C – None P – None	Yes	Fresh meat is known to contain pathogens	Meat will be purchased from approved suppliers and received at proper temperatures	No
2. Receiving – Packaging Materials	B – None C – Deleterious Chemicals P – Foreign Material	No	Non-food packaging materials might have been treated/washed with chemicals not suitable for food contact surfaces	Use of food grade packaging only	No
3. Cold Storage of Raw Meats	B – Pathogens - <i>Salmonella</i> , <i>E. coli</i> O157:H7, <i>S. aureus</i> , <i>Clostridium botulinum</i> C – None P – None	Yes	Potential Growth of Pathogens	All meats will be immediately stored in coolers and freezers	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)
3a. Thawing of Raw Meats	<i>B – Pathogens - Salmonella, E. coli O157:H7, S. aureus, Clostridium botulinum</i> <i>C – None</i> <i>P – None</i>	Yes	Potential Growth of Pathogens	All meats will be thawed in walk-in cooler at ≤41°F	No
4. Dry Storage – Packaging Materials	<i>B – None</i> <i>C – Chemical Contaminants</i> <i>P – Foreign Material</i>	No	<i>C – Proper chemical storage makes contamination unlikely</i> <i>P – Visible foreign material that could compromise product safety; rodent droppings and/or insects</i>	<i>C – All chemicals are stored in an area separate from packaging materials in dry storage</i> <i>P – Visual inspection of packaging materials to ensure no foreign material is present</i>	No
5. Prepare Raw Meats – Cut & Trim	<i>B – Pathogens - Salmonella, E. coli O157:H7, S. aureus, Clostridium botulinum</i> <i>C – None</i> <i>P – None</i>	Yes	Potential introduction and/or growth of pathogens	All meats will be thawed in walk-in cooler at ≤41°F SSOPs for handwashing and cleaning of equipment	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)
6. Grind Meat	B – None C – None P – Metal	No	<i>In house inspection of processing equipment will help safeguard against metal contamination</i>	SOPs	No
7. Assembly and Vacuum Packaging	B – Pathogens - Salmonella, E. coli O157:H7, S. aureus, Clostridium botulinum C – None P – None	No	<i>Potential growth of pathogens due to cross-contamination is likely</i>	<i>Time product will be in the temperature danger zone during assembly will be minimized and monitored</i>	No
7a. Cooling (If Needed)	B – Pathogens - Salmonella, E. coli O157:H7, S. aureus, Clostridium botulinum C – None P – None	No	<i>Potential growth of pathogens due to temperatures above 41°F during packaging</i>	<i>Meats will not exceed temperatures above 41°F during packaging for longer than one hour All meats will be cooled to ≤41°F within 4 hours prior to storage and/or display for retail sale</i>	No
8. Labeling	B – Pathogens - Salmonella, E. coli O157:H7, Listeria, S. aureus, Clostridium botulinum C – None P – None	Yes	<i>Improperly labeled products will result in outdated or unsafe products</i>	<i>Each package will be properly labeled with shelf life of 30 days</i>	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)
<b>9. Cold Storage and/or Display of Finished Product (CCP #1)</b>	<i>B – Pathogens - Salmonella, E. coli O157:H7, Listeria, S. aureus, Clostridium botulinum</i> <i>C – None</i> <i>P – None</i>	Yes	<i>Potential growth of pathogens due to temperatures above 41°F during storage and/or display</i>	<i>ROP packaged and labeled products will be monitored for time and temperature control</i>	Yes
10. 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			
<b>Cold Storage and/or Display of Finished Product (CCP #1)</b>	<i>B – Pathogens - Salmonella, E. coli O157:H7, Listeria, S. aureus, Clostridium botulinum</i>	<i>Refrigerated product at 41°F or less Frozen product maintained frozen in a solid state</i>	<i>Cooler/Freezer temps will be monitored</i>	<i>Use of thermometers and/or digital temperature monitoring device</i>	<i>Daily</i>	<i>Designated food worker</i>	<i>Immediately discard product if temperature exceeds 41°F and identify and eliminate cause of deviation</i>	<i>Product Storage Temperature and Labeling Log</i>	<i>Product Storage Temperature and Labeling Log will be reviewed daily by the PIC</i>

## 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 REDUCED OXYGEN PACKAGING RAW GROUND MEATS

1. **Receiving Raw Meats:** Meat will be purchased from approved supplier and received frozen or at 41°F or less. Verify products are in good condition.
2. **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.
3. **Cold Storage of Raw Meats:** All meats will be immediately stored in coolers at 41°F or less and/or freezers maintained frozen in a solid state.  
  
3a. **Thawing of Raw Meats:** All meats will be thawed in walk-in cooler at 41°F or less.
4. **Dry Storage – Packaging Materials:** Non-perishable products are stored in a clean location that is separated from any potential sources of contamination.
5. **Prepare Raw Meats – Cut & Trim:** 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. Use gloves to cut meat and trim as needed.
6. **Grind Meat:** Visually inspect meat grinder for metal contamination. Place the meat in the grinder and grind to desired consistency.
7. **Assembly and Vacuum Packaging:** Assemble materials necessary to the operation. Assemble products that are to be packaged and ensure meats do not exceed temperatures above 41°F during packaging for longer than one hour. Place product in the vacuum packaging, ensuring that adequate space is provided around each package. Verify the machine is working properly and settings are appropriate for the product being packaged. Start the machine and wait for the lid to open indicating that the process is complete. Remove package(s) from the machine. Visually check the seal to ensure that it is tight and that there are no food materials in the seal. Package(s) with a faulty seal should be re-packaged. Trim excess packaging as needed.  
  
7a. **Cooling –** Meats will not exceed temperatures above 41°F during packaging for longer than one hour. All meats will be cooled to ≤41°F prior to storage and/or display for retail sale.
8. **Labeling:** Properly label each package with name of product, product net weight, business name and address including zip code, and statement indicating product must be kept refrigerated or frozen. If refrigerated, include use-by date that is 30 calendar days from date of reduced oxygen packaging. If frozen, include a statement indicating product shall be consumed within 30 days of thawing. If product is stored frozen prior to being placed in refrigeration for retail sale, product must be re-labeled with a use-by date that is 30 calendar days from date of thawing.

9. **Cold Storage and/or Display of Finished Product (CCP #1):** *If storing, place ROP packages in storage coolers and/or freezers. If intended for display for retail sale, ensure product is cooled to 41°F or less prior to being placed in display cooler.*
- a. **Critical Limit:** *Refrigerated products must be at or below 41°F. Frozen products must be maintained frozen in a solid state.*
  - b. **Monitoring:** *The designated employees must visually check and record temperatures of coolers containing ROP products at least daily and record temperatures on the Product Storage Temperature and Labeling Log.*
  - c. **Corrective Action:** *If ambient cooler temperatures exceeds 41°F, check actual product temperatures and if above 41°F, discard the product and notify the PIC that the cooler is not properly working. Record corrective actions on the Product Storage Temperature and Labeling Log.*
  - d. **Verification:** *PIC will verify that designated employees have taken the required temperatures by reviewing Product Storage Temperature and Labeling Log on a daily basis.*
10. **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 kippered beef or ROP independently until Employee Training Log has been completed.*

## 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.

SAMPLE

## Product Storage Temperature and Labeling Log

Temperatures and labeling will be recorded daily during hours of operation

[illegible]

Employee Training Log

Name of Employee	Date of Hire
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Documentation of Employee Training		
Topic	Trainee Date & Initials	Trainer Initials
Receiving Raw Meats		
Receiving Packaging Materials		
Cold Storage of Raw Meats		
Thawing of Raw Meats		
Dry Storage – Packaging Materials		
Prepare Raw Meats – Cut & Trim		
Grind Meat		
Assembly & Vacuum Packaging		
Labeling		
Cooling		
Cold Storage and/or Display of Finished Product (CCP #1)		
Retail Sale		
Cleaning & Sanitizing Equipment		
Employee Health & Hygiene		
Record Keeping		

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

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

Employee Signature	Date
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# 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

\*Employees with diarrhea or vomiting CANNOT RETURN TO WORK for at LEAST 24 HOURS after symptoms resolve.