



City of Wichita Falls

## Wichita Falls-Wichita County Public Health District

1700 Third St. | Wichita Falls, TX 76301 | 940-761-7800 | [www.health.wichitafallstx.gov](http://www.health.wichitafallstx.gov)

### **HACCP PLANS**

#### **What is HACCP?**

HACCP stands for Hazard Analysis Critical Control Point and is a management system in which food safety is addressed through the analysis and control of biological, chemical, and physical hazards from raw material production, procurement and handling, to manufacturing, distribution and consumption of the finished product.

#### **Why is a HACCP Plan so important?**

HACCP Plans are important because it prioritizes and controls potential hazards in food production of specialized operations. For successful implementation of a HACCP plan, management must be strongly committed to the HACCP concept.

#### **Prerequisites for a successful HACCP plan (prerequisites are not limited to this list:**

Facilities: The establishment should be located, constructed and maintained according to sanitary design principles. There should be linear product flow and traffic control to minimize cross-contamination from raw to cooked materials.

Supplier Control: Each facility should assure that its suppliers have in place effective food safety programs. These may be the subject of continuing supplier guarantee and supplier HACCP system verification.

Specifications: There should be written specifications for all ingredients, products, and packaging materials.

Production Equipment: All equipment should be constructed and installed according to sanitary design principles. Preventive maintenance and calibration schedules should be established and documented.

Cleaning and Sanitation: All procedures for cleaning and sanitation of the equipment and the facility should be written and followed.

Personal Hygiene: All employees and other persons who enter the establishment should follow the requirements for personal hygiene.

Training: All employees should receive documented training in personal hygiene, cleaning and sanitation procedures, personal safety, and their role in the HACCP program.

Receiving, Storage and Shipping: All raw materials and products should be stored under sanitary conditions and the proper environmental conditions such as temperature and humidity to assure their safety and wholesomeness.

Pest Control: Effective pest control programs should be in place and conducted by a licensed pest control professional.

#### **Definitions:**

Critical Control point- A point, step, or procedure at which control can be applied and is essential to prevent/eliminate/reduce a food safety hazard. (Example: Cooling beans)

Critical Limit- A max and/or min value that a hazard parameter must be controlled to prevent/eliminate/reduce the occurrence of a food safety hazard (Example: When cooling beans, the internal temperature must reach 70F within 2 hours and then ≤41F within 4 hours to prevent bacterial growth)

Hazard- A biological, chemical, or physical agent that is reasonably likely to cause a food to be unsafe for consumption. (Example: Biological agents include bacteria, viruses, fungus, and parasites. Chemical agents can be preservatives, allergens, cleaning products, etc. Physical agents can be pieces of plastic, glass, metal, etc.)

Specialized Operation or Process- a method of preparing certain foods that require a HACCP Plan or a variance by the regulatory authority. (Examples: Smoking or curing food as a means of preservation, using food additives or adding components as a method of preservation or to change food into a non-potentially hazardous food, using a reduced oxygen method of packaging food, etc.)

For additional information visit:

<https://www.fda.gov/food/guidance-regulation-food-and-dietary-supplements/hazard-analysis-critical-control-point-haccp>



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### When a HACCP plan is required [Texas Administrative Code 228.224(c)]:

Before engaging in an activity that requires a HACCP plan, a food establishment shall submit to the regulatory authority for approval a properly prepared HACCP plan as specified in subsection (d) of this section and the relevant provisions of this chapter if:

- Submission of a HACCP plan is required according to law.
- A variance is required: in lieu of a consumer advisory and/or for a specialized operation/process:
  1. Smoking food as a method of food preservation rather than as a method of flavor enhancement
  2. Curing food
  3. Using food additives or adding components such as vinegar as a method of food preservation rather than as a method of flavor enhancement or to render a food so that it is not time/temperature controlled for safety
  4. Packaging time/temperature control for safety (TCS) food using a reduced oxygen packaging method unless the package is labeled with the production time and date, held at 5°C (41°F) or less during refrigerated storage, and removed from its package in the food establishment within 48 hours after packaging. **Bare hand contact of ready-to-eat foods is not permitted at any time during this process.**
  5. Operating a Molluscan shellfish life-support system display tank used to store and display shellfish that are offered for human consumption
  6. Custom processing animals that are for personal use as food and not for sale or service in a food establishment, such as indigenous deer processing
  7. Preparing food by another method that is determined by the regulatory authority to require a variance
  8. Sprouting seeds or beans, such as wheat grass and alfalfa sprouts
- The regulatory authority determines that a food preparation or processing method requires a variance based on a plan review submittal, an inspectional finding, and/or a variance request.

### HACCP Plan Required Items Checklist:

- ☐ A categorization of the types of time/temperature control for safety (TCS) foods that are specified in the menu (See Page 1: Recipes Covered)
- ☐ Ingredients and materials used in preparation of the TCS foods (See Page 2 of the application: Recipe Cards)
- ☐ Equipment used in preparation of the TCS food (See Page 4)
- ☐ Flow diagram of each TCS food category's process that also identifies critical control points (See Page 6)
- ☐ A statement of standard operating procedures (See on Page 8: Hazard Analysis) for the plan under consideration including clearly identifying:
  - each critical control point
  - the critical limits for each critical control point
  - the method and frequency for monitoring and controlling each critical control point by the food employee designated by the person in charge
  - the method and frequency for the person in charge to routinely verify that the food employee is following standard operating procedures and monitoring critical control points
  - action to be taken by the person in charge if the critical limits for each critical control point are not met
  - records to be maintained by the person in charge to demonstrate that the HACCP plan is properly operated and managed
- ☐ Food employee and supervisory training plan that addresses the food safety issues of concern (See Page 12: Additional Documents Required)
- ☐ Additional scientific data or other information, as required by the regulatory authority, supporting the determination that food safety is not compromised by the proposal (See Page 12: Additional Documents Required)

**If the establishment already has a HACCP plan (must include all of the information from the checklist above), then it may be submitted with Page 1 of this application for approval**

For additional information visit:

<https://www.fda.gov/food/guidance-regulation-food-and-dietary-supplements/hazard-analysis-critical-control-point-haccp>



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### **REQUEST FOR APPROVAL – SPECIALIZED OPERATION / HACCP PLAN**

#### **Health District Approval**

I (we) formally request approval for the specialized operation outlined in this application and in the HACCP plan provided using the control measures and procedures as they are described in this document. By completing and signing this application I (we) do agree to adhere to the standards of the Texas Food Establishment Rules and do agree to maintain the required documentation described in this request for approval. I (we) do understand that failure to comply with the rules and regulations set forth by the Wichita Falls-Wichita County Public Health District may result in the revocation of permission to conduct the specialized operation. I (we) understand that any falsifications or omissions as to the material fact or any violation of any law by designees or myself will constitute grounds for revocation or suspension of this approval by the Health District. I (we) understand that approval for the HACCP Plan and conducting the specialized operation shall only be granted upon the signature of this document by the Environmental Health administrator.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Print

\_\_\_\_\_  
Date

Samantha Blair

\_\_\_\_\_  
Signature of Environmental Health Administrator

\_\_\_\_\_  
Print

\_\_\_\_\_  
Date



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### **REQUEST FOR APPROVAL – SPECIALIZED OPERATION / HACCP PLAN**

**Incomplete Applications will not be approved.**

**This application includes the information required in a HACCP plan and may act as the establishment's HACCP plan.**

**If the establishment already has a HACCP plan, then it may be submitted with Page 1 of this application for approval.**

**A copy of the HACCP plan is required to be available at the establishment at all times and must be approved by the Health District.**

Name of Establishment: \_\_\_\_\_ Phone: (\_\_\_\_\_) \_\_\_\_\_

Fax: (\_\_\_\_\_) \_\_\_\_\_ E-Mail: @ \_\_\_\_\_

Establishment Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Owner's Name: \_\_\_\_\_ Phone: (\_\_\_\_\_) \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Specialized Operation (check box of operation being performed in the establishment):

☐ **Smoking or curing** food as a means of preservation

☐ Using **food additives or adding components** (such as vinegar) as a method of preservation or to change food into a non-potentially hazardous food

☐ Using a **reduced oxygen** method of packaging food

☐ Preparing food by a method determined by the regulatory authority to **require a variance / Other**  
Method: \_\_\_\_\_

Recipes Covered (List all menu item names and type such as soup, sauce, etc. involving the Operation selected from above under the Operation listed below):

**Smoking/Curing**

\_\_\_\_\_  
\_\_\_\_\_

**Food Additives/Adding Components**

\_\_\_\_\_  
\_\_\_\_\_

**Reduced Oxygen Packaging**

\_\_\_\_\_  
\_\_\_\_\_

**Requires Variance / Other**

\_\_\_\_\_  
\_\_\_\_\_



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List of Ingredients and Materials of involving Operation selected on Page 1 (*Some Recipes may require additional information*):

### Recipe: World Famous Salsa

<u>Ingredients:</u>	<u>Additional Ingredients:</u>	<u>Food Additives/Adding Components:</u>
Roma Tomatoes	Chili Powder	Vinegar
Canned Tomatoes	Cumin	
Fresh Cilantro	Black Pepper	
Jalapeno	Salt	<u>Packing Materials:</u>
Red Onion		Canning Jars
Green Onion		Labels
Garlic		
Lime		

### Recipe: World Famous Beef Jerky

<u>Ingredients:</u>	<u>Additional Ingredients:</u>	<u>Food Additives/Adding Components:</u>
Beef Rounds	N/A	N/A
Garlic		
Black Pepper		
Soy Sauce		<u>Packing Materials:</u>
Tap Water		Vacuum Plastic Pouch
		Labels

### Recipe:

<u>Ingredients:</u>	<u>Additional Ingredients:</u>	<u>Food Additives/Adding Components:</u>
		<u>Packing Materials:</u>

Initials



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Site No. \_\_\_\_\_  
Receipt No. \_\_\_\_\_  
Date Rcvd. \_\_\_\_\_  
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List of Ingredients and Materials involving Operation selected on Page 1 Continued (*Print additional Recipe pages if needed.*  
*Some Recipes may require additional information*):

### Recipe:

<u>Ingredients:</u>	<u>Additional Ingredients:</u>	<u>Food Additives/Adding Components:</u>

### Packing Materials:

### Recipe:

<u>Ingredients:</u>	<u>Additional Ingredients:</u>	<u>Food Additives/Adding Components:</u>

### Packing Materials:

### Recipe:

<u>Ingredients:</u>	<u>Additional Ingredients:</u>	<u>Food Additives/Adding Components:</u>

### Packing Materials:

Initials



City of Wichita Falls

Site No. \_\_\_\_\_  
 Receipt No. \_\_\_\_\_  
 Date Rcvd. \_\_\_\_\_  
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## Wichita Falls-Wichita County Public Health District

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Equipment List (List all equipment items involving Operation selected from Page 1 under Operation listed below):

### Smoking/Curing

Equipment Item	Brand	Certification (NSF, ETL Sanitation, CSA Sanitation, etc.)	Size
Walk-in Refrigerator			
Reach-in Refrigerators			
Grinder			
Mixer			
Smokehouse			
Add. Items			
Other Equipment	Type (Digital, etc.)	Brand	Additional info
Smoke Generator			
Thermometer			
Add. Items			

### Food Additives/Adding Components

Equipment Item	Brand	Certification (NSF, ETL Sanitation, CSA Sanitation, etc.)	Size
Walk-in Refrigerator			
Reach-in Refrigerators			
Walk-in Freezer			
Reach-in Freezers			
Mixer			
Add. Items			
Other Equipment	Type (Digital, etc.)	Brand	Additional info
pH Reader			
Add. Items			



Initials



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 Date Rcvd. \_\_\_\_\_  
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Equipment List Continued (List all equipment items involving Operation selected from Page 1 under Operation listed below):

### Reduced Oxygen Packaging

Equipment Item	Brand	Certification (NSF, ETL Sanitation, CSA Sanitation, etc.)	Size
Walk-in Refrigerator			
Reach-in Refrigerators			
Walk-in Freezer			
Reach-in Freezers			
Vacuum Packaging			
Add. Items			
Other Equipment	Type (Digital, etc.)	Brand/Description	Additional info
Thermometer			
Add. Items			

### Requires Variance / Other

Equipment Item	Brand	Certification (NSF, ETL Sanitation, CSA Sanitation, etc.)	Size
Walk-in Refrigerator			
Reach-in Refrigerators			
Walk-in Freezer			
Reach-in Freezers			
Add. Items			
Other Equipment	Type (Digital, etc.)	Brand/Description	Additional info
Thermometer			
Add. Items			



Initials





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### Process Flow Diagram (Create a Flow Diagram of *each* Recipe Card):

Include the name of the Recipe, the Operation/s selected from Page 1 that applies to the Recipe, and all of the steps (Receiving, Cold Storage, Cooking, Hot Holding, Cooling, Packaging, Etc.) used to prepare the Recipe including the specialized Operation processes (Smoking/Curing, Food Additive/Adding Components, Reduced Oxygen Packaging, and processes requiring a variance/Other) on the page following the sample Process Flow Diagram.

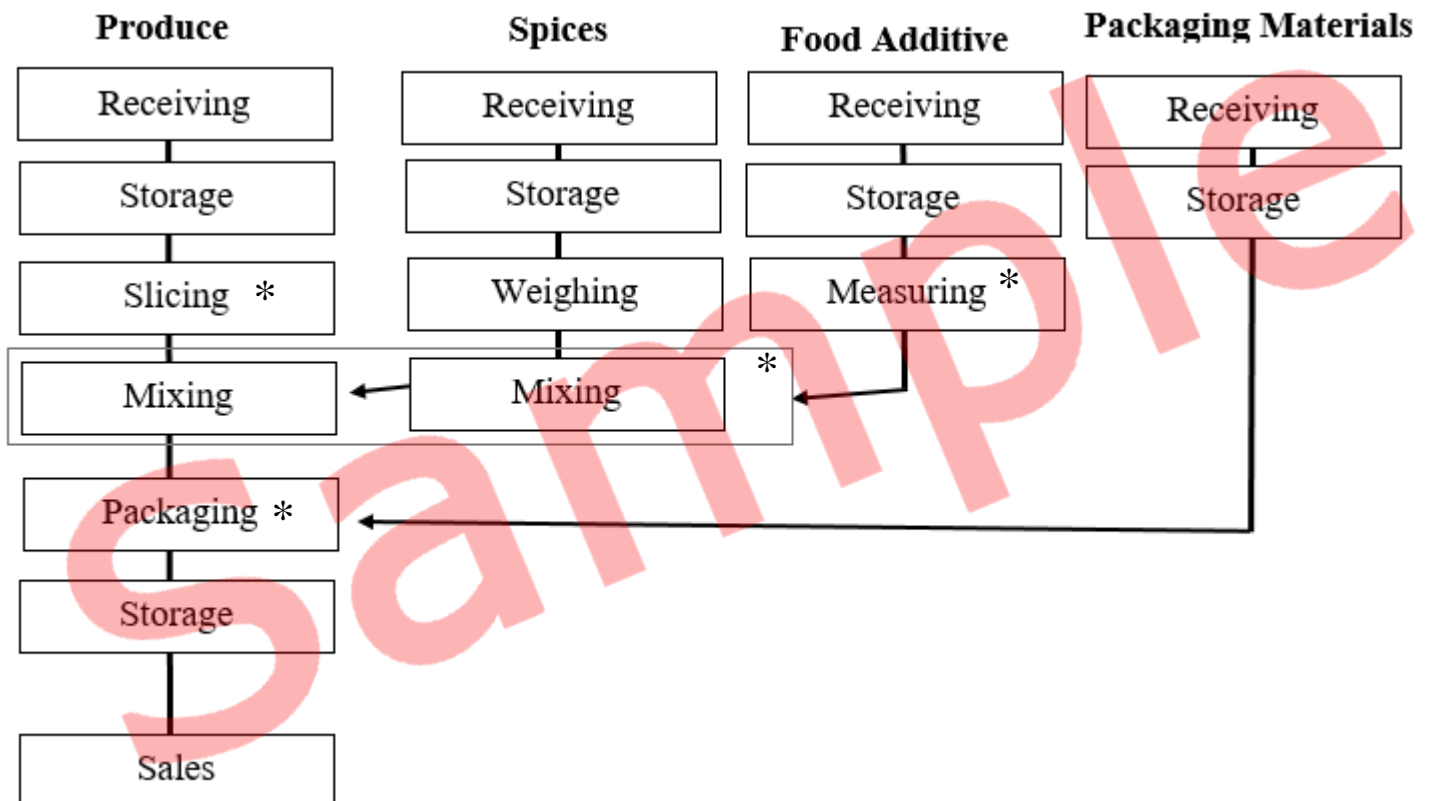
Some food items may be grouped together if they go through the same process, for example “Produce”, “Spices”, etc.

Place a \* by Critical Control Points (CCPs)

Draw the Process Flow Diagram Below or attach Process Flow Diagrams in a separate document (Print additional Flow Diagram pages if needed)

**Recipe:** World Famous Salsa

**Operation:** Food Additives/Adding Components



Initials



City of Wichita Falls

Site No. \_\_\_\_\_  
Receipt No. \_\_\_\_\_  
Date Rcvd. \_\_\_\_\_  
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Include the name of the Recipe, the Operation/s selected from Page 1 that applies to the Recipe, and all of the steps (Receiving, Cold Storage, Cooking, Hot Holding, Cooling, Packaging, Etc.) used to prepare the Recipe including the specialized Operation processes (Smoking/Curing, Food Additive/Adding Components, Reduced Oxygen Packaging, and processes requiring a variance/Other).

**Some food items may be grouped together if they go through the same process, for example “Produce”, “Spices”, etc.**

**Place a \* by Critical Control Points (CCPs)**

Draw the Process Flow Diagram Below or attach Process Flow Diagrams in a separate document (Print additional Flow Diagram pages if needed)

**Recipe:** \_\_\_\_\_

**Operation:** \_\_\_\_\_



Initials



City of Wichita Falls

Site No. \_\_\_\_\_  
 Receipt No. \_\_\_\_\_  
 Date Rcvd. \_\_\_\_\_  
 For Office Use Only

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1700 Third St. | Wichita Falls, TX 76301 | 940-761-7800 | www.health.wichitafallstx.gov

Hazard Analysis Part 1 of 2: Hazards to Monitoring (Create Part 1 of a Hazard Analysis for **each** Recipe Card):

Write in the Recipe, Operation (From Page 1), Process Steps (From Flow Diagram), Possible Hazards, CCPs, Critical Limits, and Monitoring (Print additional Hazard Analysis Part 1 of 2: Hazards to Monitoring pages if needed)

**Recipe:** World Famous Salsa

**Operation:** Reduced Food Additives/Adding Components

\*CCP stands for Critical Control Point

<b>Process Step</b>	<b>Possible Hazards</b>	<b>CCP*</b>	<b>Critical Limits</b> (If "N/A" then why?)	<b>Monitoring</b> (Required if CCP is "Yes")
Receiving Cold Storage Mixing Hot Holding Packaging Etc.	Biological Chemical Physical	Yes No	Cooking Temperatures Cold Hold Temperatures Hot Hold Temperatures Cooling Requirements pH, Reduced Oxygen, Etc.	What How Frequency Who
Receiving - Produce	None	No	N/A - Produce is uncut	N/A
Receiving - Seasonings	None	No	N/A - Seasonings are shelf stable	N/A
Dry Storage	None	No	N/A - shelf stable	N/A
Cold Storage	Biological	No	N/A - Produce is uncut	N/A
Slicing	Biological	Yes	Once produce is cut it must be brought down to ≤41F or be made shelf stable within 6 hours	Time out of refrigeration / record time / start at first slice / employee slicing produce
Weighing	None	No	N/A - shelf stable	N/A
Measuring	Chemical	Yes	Too much could make the salsa toxic and too little could not lower the pH enough to make it shelf stable	Amount of vinegar / recording amount added / any time vinegar is added / manager on duty adding vinegar
Mixing	Chemical	Yes	Final product must have a pH of ≤ 4.6 to be shelf stable	pH of final salsa / record pH of pH indicator strip / each batch of salsa / manager on duty or owner if the owner is there when the batch is made
Packaging	Chemical	Yes	Allergen on product label of Black Pepper (Must include this allergen on salsa labeling)	Wheat Allergen / Include on Salsa Label / All Salsas if seasoning with allergen was used / employee labeling salsas
Storage	None	No	N/A - shelf stable	N/A



Initials



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Site No. \_\_\_\_\_  
 Receipt No. \_\_\_\_\_  
 Date Rcvd. \_\_\_\_\_  
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Hazard Analysis Part 1 of 2: Hazards to Monitoring (Create Part 1 of a Hazard Analysis for **each** Recipe Card):

Write in the Recipe, Operation (From Page 1), Process Steps (From Flow Diagram), Possible Hazards, CCPs, Critical Limits, and Monitoring (Print additional Hazard Analysis Part 1 of 2: Hazards to Monitoring pages if needed)

**Recipe:** \_\_\_\_\_

**Operation:** \_\_\_\_\_

\*CCP stands for Critical Control Point

<b><u>Process Step</u></b> Receiving Cold Storage Mixing Hot Holding Packaging Etc.	<b><u>Possible Hazards</u></b> Biological Chemical Physical	<b><u>CCP*</u></b> Yes No	<b><u>Critical Limits</u></b> <b><u>(If "N/A" then why?)</u></b> Cooking Temperatures Cold Hold Temperatures Hot Hold Temperatures Cooling Requirements pH, Reduced Oxygen, Etc.	<b><u>Monitoring</u></b> <b><u>(Required if CCP is "Yes")</u></b> What How Frequency Who



Initials



City of Wichita Falls

Site No. \_\_\_\_\_  
 Receipt No. \_\_\_\_\_  
 Date Rcvd. \_\_\_\_\_  
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Hazard Analysis Part 2 of 2: Corrective Action to Record Keeping (Create Part 2 of a Hazard Analysis for **each** Recipe Card):

Write in the Recipe, Operation (From Page 1), Process Steps (From Hazard Analysis Part 1), Corrective Action, Verification/Validation, and Record Keeping (Print additional Hazard Analysis Part 2 of 2: Corrective Action to Record Keeping pages if needed)

**Recipe:** World Famous Salsa

**Operation:** Reduced Food Additives/Adding Components

\*CCP stands for Critical Control Point

<b>Process Step</b>	<b>Corrective Action</b> (Required if CCP* is "Yes")	<b>Verification/Validation</b>	<b>Record Keeping</b>
Receiving Cold Storage Mixing Hot Holding Packaging Etc.	How to fix problems that might occur to restore control over product or investigate cause of loss to prevent future loss	Record how you will stay on top of your processes and records	Critical limit monitoring logs Testing and calibration logs Corrective action log Verification logs
Receiving - Produce	N/A	Daily review of time out of refrigeration, amount of vinegar added, and pH logs.	Time Out of Refrigeration Log
Receiving - Seasonings	N/A		Amount of Vinegar Log
Dry Storage	N/A	Minimum weekly review of corrective action reports.  Any time there is a change or addition of an ingredient.	pH Vinegar Log
Cold Storage	N/A		Corrective Action Log
Slicing	If sliced produce is above 41F for 4 hours, then product must be iced or chilled to ≤41F within 2 hours (Record corrective action)		Verification Log
Weighing	N/A		
Measuring	If too much vinegar is used, then the amounts of the other ingredients must be adjusted or the salsa thrown out. If too little vinegar is used, then more must be added. (Record corrective action)	When there is a newly identified hazard.  Minimum annual: Hazard analysis justification, Support of critical limits, Support for monitoring activities, Support for hazard identification, and Support for CCP location.	
Mixing	If the final salsa pH is over 4.6, then more vinegar must be added. (Record corrective action)		
Packaging	If the allergen information is missing from the label, then it must be added immediately. (Record corrective action)		
Storage	N/A		



Initials



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Site No. \_\_\_\_\_  
 Receipt No. \_\_\_\_\_  
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Hazard Analysis Part 2 of 2: Corrective Action to Record Keeping (Create Part 2 of a Hazard Analysis for **each** Recipe Card):

Write in the Recipe, Operation (From Page 1), Process Steps (From Hazard Analysis Part 1), Corrective Action, Verification/Validation, and Record Keeping (Print additional Hazard Analysis Part 2 of 2: Corrective Action to Record Keeping pages if needed)

**Recipe:** \_\_\_\_\_

**Operation:** \_\_\_\_\_

\*CCP stands for Critical Control Point

<b><u>Process Step</u></b> Receiving Cold Storage Mixing Hot Holding Packaging Etc.	<b><u>Corrective Action</u></b> <b><u>(Required if CCP* is "Yes")</u></b> How to fix problems that might occur to restore control over product or investigate cause of loss to prevent future loss	<b><u>Verification/Validation</u></b> Record how you will stay on top of your processes and records	<b><u>Record Keeping</u></b> Critical limit monitoring logs Testing and calibration logs Corrective action log Verification logs



Initials





Site No. \_\_\_\_\_  
 Receipt No. \_\_\_\_\_  
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Any logs or policies put into place that are stated in this application or in your HACCP plan are required to be kept at the Establishment. The following is a list of example documents and logs that the Establishment may need (the required documents and logs are not limited to this list and the regulatory authority may require additional information):

\*Required to be submitted with the HACCP Plan regardless of Operation type

Employee Training Policy*	Employee Hygiene Policy*	Monitoring Policy*	Corrective Action Policy*
Record Keeping Policy*	Corrective Action Log*	Verification Log*	Cooking Temperature Log
Reheating Temperature Log	Cooling Temperatures Log	Thermometer Calibration Log	pH Log                      Etc.

[illegible][illegible]

### Holding Time/Temperature Log

[illegible]

## DOUBLE HANDWASH

Single Handwash...Steps 1- 4



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