



Montgomery County Department of Health and Human Services
Licensure and Regulatory Services
255 Rockville Pike, Suite 100, Rockville, Maryland 20850
Phone 240-777-3986 Fax: 240-777-3088
www.montgomerycountymd.gov/licensure

Guidelines for Submitting a Hazard Analysis Critical Control Point (HACCP) Plan

Health-General Article, §21-321, Annotated Code of Maryland, and the Code of Maryland Regulations (COMAR) 10.15.03: Food Service Facilities §§.33D-F requires that all high and moderate priority facilities submit a HACCP plan to the local Health Department for review and approval. Facilities that are being constructed or remodeled must submit the HACCP plan for review and approval during the plans review process. This information will be used to classify the facility as high, moderate, or low priority. Definitions of priority assessment levels are found in COMAR 10.15.03.33C. Facilities which serve only hand dipped ice cream or commercially packaged potentially and non-potentially hazardous foods do not require a HACCP plan.

The following information is intended to assist you in providing the necessary information for both priority assessment and HACCP plan development.

Contents

- A. Priority Assessment Information
- B. General food Handling Information and Procedures
- C. HACCP Plan Required Contents
- D. Model HACCP Format

A. Priority Assessment Information

1. Menu or foods – Provide a copy of the menu or a written description of the foods to be prepared and served.
2. Food service system – Specify the food preparation and service systems you will use, i.e. cook-serve, cook-chill-reheat-hot hold-serve, cold hold-serve.
3. Population served – Specify whether you serve food in a health care facility, as defined in COMAR 10.15.03.02B(38).

B. General Food Handling Information and Procedures (required only for facilities classified as high or moderate):

1. Describe how you will ensure that all foods are obtained from approved sources.
2. Specify how cross-contamination from raw to cooked or ready-to-eat foods will be prevented.
3. Indicate how frozen potentially hazardous foods will be thawed.
4. Indicate how potentially hazardous food will be cooled, i.e. ice baths, shallow pans, rapid chill.
5. Specify whether any prepared foods are distributed off-premises.
6. Specify whether any refrigerated foods are received which require storage temperatures below 41°F, i.e. pasteurized crab meat at 38°F.
7. Include specific information for any processes or procedures which incorporate:
 - “Time-only” control as defined in COMAR 10.15.03.08.
 - Serving raw or undercooked animal foods as described in COMAR 10.15.03.10 C, D & F).
 - Reduced oxygen packaging of food, as defined in COMAR 10.15.03.02B(64),
 - Acidification of ready-to-eat food products such as sushi rice.

C. HACCP Plan Required Contents

The plan must include:

1. Identification of Critical Control Points (CCP). CCPs generally include cooking, cooling, reheating, cold holding, and hot holding, but other steps may be included if needed for a specific food. Note that cold food preparation, like chopping, mixing and slicing, is not a CCP step. Hazards are controlled during those processes by following Good Retail Practices (GRPs), sometimes referred to as Standard Operating Practices (SOPs).
2. Critical limits for each CCP as defined in COMAR 10.15.03.02(20).
3. Monitoring procedures for each CCP that determines how the critical limit is being met.
4. The corrective action that will be taken if there is a loss of control at a CCP due to such factors as employee error, equipment malfunction, or power failure.
5. Verification procedures that will ensure proper monitoring of each CCP such as calibration of cooking and holding equipment and thermometers, and maintenance and review of records such as temperature logs. Using logs for record keeping is strongly encouraged, but not required, as long as the facility can demonstrate that temperatures are routinely monitored, as described in the HACCP plan, and that specified corrective actions are taken when critical limits are not met.
6. A list of equipment used to support the proposed food service systems and maintain control at each CCP.
7. Written procedures for employee training on HACCP procedures (see attached example).

D. Processes

PROCESS 1

Food items do not go through a cook step. For example: commercially prepared ready-to-eat foods, cold cut deli sandwiches, salads in which ingredients are not pre-cooked, cut melons and sprouts.

Menu items prepared under Process 1: _____

Control Point / Critical Control Point	Critical Limit	Monitoring Procedures	Corrective Actions	Verification	Equipment Used
Receiving and Storage					
Processing (Washing, Cutting, Assembling)					
Cold Holding					

PROCESS 2

Food items prepared for same day service with no reuse of leftovers. For example: cooked fast food meals, soups, rice, and other cooked foods where leftovers are not saved. **No cooling** of foods for ingredients in other dishes.

Menu items prepared under Process 2: _____

Critical Point / Critical Control Point	Critical Limit	Monitoring Procedures	Corrective Actions	Verification	Equipment Used
Receiving and Storage					
Cold Holding					
Cooking					
Hot Holding					

PROCESS 3

Complex Preparation. Food items cooked and cooled, then possibly reheated. Food items travel through the temperature danger zone more than one time. Includes soups, salads, sauces and meats that are cooled and reheated.

Menu items prepared under Process 3: _____

Control Point / Critical Control Point	Critical Limit	Monitoring Procedures	Corrective Actions	Verification	Equipment Used
Receiving and Storage					
Cold Holding					
Cooking					
Hot Holding					
Cooling					
Reheating					

WRITTEN PROCEDURES FOR EMPLOYEE HACCP TRAINING (SAMPLE)

All employees will be trained to use the approved HACCP plan prior to beginning employment and periodically after that. 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. The approved HACCP plan will be available in the food preparation area at all times.

Food 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.

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 weekly.

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

FOOD	MINIMUM INTERNAL TEMPERATURE		HOLDING TIME AT SPECIFIED TEMPERATURE
	°F	°C	
Shell eggs. Fish, meat, and all other potentially hazardous foods not specified in Chart 1.	145	63	15 seconds
Shell eggs not prepared for immediate service, ratites, comminuted fish and meats, game animals commercially raised for food, and injected meats.	145	63	3 minutes
	or		
	150	66	1 minute
	or		
	155	68	15 seconds
	or		
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 than 90 percent for at least 1 hour or in a moisture impermeable bag that provides 100 percent humidity).	130	54.4	112 minutes
	or		
	131	55	89 minutes
	or		
	133	56.1	56 minutes
	or		
	135	57.2	36 minutes
	or		
	136	57.8	28 minutes
	or		
	138	58.9	18 minutes
	or		
	140	60	12 minutes
	or		
	142	61.1	8 minutes
	or		
	144	62.2	5 minutes
	or		
145	62.8	4 minutes	
or			
147	63.9	134 seconds	
or			
151	66.1	54 seconds	
or			
155	68.3	22 seconds	
or			
158	70	none	
Poultry; stuffed meat, pasta, or poultry, and exotic bird species; wild game animals; and stuffing containing fish, meat, or poultry. Reheat of leftovers for hot holding.	165	74	15 seconds
Raw foods of animal origin cooked in a microwave oven.	165	74	Hold for 2 minutes after removing from microwave oven
Fruits and vegetables and ready-to-eat commercially processed foods cooked for hot holding.	135	57	None
Ready-to-eat commercially processed foods for immediate service.	None		None