



**Form B: Using Food Additives to Render Non-PHF
Hazard Analysis Critical Control Point (HACCP) Checklist**

Facility Name: _____ Date: _____
Applicant: _____ Applicant title: _____
Applicant email: _____ Applicant phone: _____
Person in charge of HACCP process: _____

Before a plan may be approved, a food establishment must have a satisfactory inspection history.

This checklist must be complete before you submit your application.

- Variance request.
- Name of each food product to be rendered non-potentially hazardous by using food additives.
- A list of all ingredients, materials, and equipment for each food product.
Be aware that equipment must meet the American National Standards Institute (ANSI) standards. These standards are in WAC 246-215 Part 4, subpart A and B.
- An accurate, step-by-step food flow description of how each product is prepared. See example, page 3.
- Identification of the most important food safety control(s) for each process. Each of these important food safety controls is called a Critical Control Point (CCP). CCPs for using food additives may include cooking temperature, cooling, final pH and water activity. More complicated processes will have more CCPs.

For each Critical Control Point:

- Identify acceptable levels, called Critical Limits. **Critical Limits must be things you can measure.** Examples are final pH (below 4.6), and water activity (below 0.88)
- Describe how the Critical Limits will be measured. Include who will measure, how they will measure and when they will measure.
- Who will verify that the measurements and procedures are correctly documented and followed? How often will this be done?
- What are the actions taken by the person in charge if the critical limits for each CCP are not met? Corrective actions need to be specific to the critical limit. For example, what will you do if the pH is above 4.6?
- Include samples of the forms that will be used to keep track of the measurements, verify the procedures are correct and record corrective actions when critical limits are not met. A single form could be used for all.

- Standard Sanitation Operating Procedures (SSOP) including procedures prohibiting bare hand contact with ready-to-eat foods, handwashing protocols and how cross-contamination between raw and ready-to-eat foods will be prevented. Include descriptions of how equipment is cleaned and sanitized, and how often in the process equipment is cleaned (before beginning, between types of foods, etc.)
- Provide food safety training plan to teach employees and supervisors how to perform the steps in this process, how to use necessary equipment, how to verify critical limits have been met, and how to implement corrective actions. Employees need to sign off on the training plan.
- Include a statement that an approved, signed copy of the plan will be kept on the premises for review by the Snohomish County Health Department. Also include a statement that the Snohomish County Health Department will be informed in advance of any significant changes in the process that may affect the accuracy or effectiveness of the plan.

I certify that all of the information submitted is accurate to the best of my knowledge. The operation complies with Washington State Retail Food Code.

I understand that failure to comply with this plan and/or falsification of monitoring records is a violation of the Washington State Retail Food Code WAC 246-215 and may result in enforcement action.

I understand that additional scientific data or other information may be required to support the determination that food safety is not compromised by the proposal.

Applicant Name: _____

Signature: _____ Date: _____

Environmental Health Division

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Sample Sushi Rice Food Flow

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