



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 with alternative method of preparation.
- 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 the food is prepared for each product.
- 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).

**For each Critical Control Point:**

- Identify acceptable levels, called Critical Limits. **Critical Limits must be things you can measure.** Examples are final cook temperature (poultry 165 °F, ground meats 158 °F), cooling (135 °F – 41°F within 6 hours).
- 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 final cook temperature does not reach 158 °F?
- 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 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: \_\_\_\_\_

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**Environmental Health Division**

3020 Rucker Avenue, Suite 104 ■ Everett, WA 98201-3900 ■ fax: 425.339.5254 ■ tel: 425.339.5250