## **Directions for Using the HACCP Plan Form**

- 1. Examine your Hazard Analysis form to determine which steps are CCP's and what type of hazard (Biological, Chemical, or Physical) each CCP controls.
- 2. Check to see whether each CCP is already listed on the HACCP Plan Form. If a CCP is not already listed, enter the CCP number and step in the column labeled "CCP # and Location".
- 3. For CCP's already listed on the model form, examine the Critical Limits listed. In the HACCP Plan Form for some HACCP categories there will be several options for Critical Limits. If this is the case, choose the Critical Limits that will work best in your plant and cross out, white out, or delete the other Critical Limits and the Monitoring Procedures that go with them. It may be helpful to check the "Monitoring Procedures and Frequency" column during your decision-making. For CCP's already on the model form, supporting scientific documentation is already included in your manual.
- 4. If you are adding a new CCP, you will need to determine the scientifically valid Critical Limits to be used with the CCP. You must also obtain scientific information supporting your choice of Critical Limits. Consult your inspector or university extension specialists for help.
- 5. Examine the "Monitoring Procedures and Frequency" column for each CCP. If you wish to change the procedure and/or the frequency, check with your inspector or a university extension specialist for help. If a change is OK, you will need to write down your reasoning for making the change and include this reasoning in your HACCP manual.
- 6. Examine the "HACCP Records" column. If you are using different forms for record-keeping in this HACCP Plan, please put the correct form title(s) in the "HACCP Records" column.
- 7. The verification activities listed in the "Verification Procedures and Frequency" column are required by the regulation. However, you may choose to do additional activities; for example, for verification, beef jerky samples may be sent to the lab each quarter for water activity and Moisture: Protein Ratio testing. If you do any additional verification activities, enter them in the "Verification Procedures and Frequency" column. If you choose to use a frequency for the required verification activities that is different than the frequency shown, you must provide written justification for the different frequency. Consult your inspector or university extension specialists for help.
- 8. We suggest that you make no changes in the "Corrective Actions" column. Be sure to have a form for documenting corrective actions that you take. A corrective action form is included in this model.

## HACCP PLAN

PROCESS CATEGORY: Raw, ground
Product example: Ground Reef Pork So

Product exc	ample: Ground Beef,	Pork Sausage, Fresh Brat	wurst, Italian	Sausage	
CCP# and	Critical Limits	Monitoring Procedures and	HACCP	Verification Procedures and	Corrective Actions
Location		Frequency	Records	Frequency	
1B – Cooler	1. Meat internal	1. The meat temperature	Product	Establishment owner or designee	If a deviation from a
Storage	temperature is	will be measured by the	Temperature	will review the Product	critical limit occurs, the
	between 41°F - and a	establishment owner or	Log	Temperature Log, Corrective	establishment owner or
OR	designated maximum	designee at the start of		Action Log, and Thermometer	designee is responsible
	temperature for no	each lot (earliest of steps	Corrective	Calibration Log once per week.	for corrective action
2B -	more than the time	5, 6, 8, 9, or 10) using a	Action Log		protocol as stated in
Packaging	designated in the	calibrated thermometer.		Establishment owner or designee	9 CFR 417.3
and Labeling	table shown below.	Monitoring starts at the	Thermometer	will calibrate all thermometers	1. The cause of the
– with no	This means that	time product temperature	Calibration	to a known standard monthly.	deviation will be
Cooler	product internal	first exceeds 41°F, but for	Log	Thermometers will be calibrated	identified and eliminated.
Storage	temperature must	simplicity you can note the		to ± 2° F or taken out of	2. The CCP will be under
immediately	return to 41°F or	time when product is		operation as stated in the SOP.	control after the
before it	lower within the	removed from the cooler		Calibration actions are recorded	corrective action is
	designated time.	and assume the product		in the Thermometer Calibration	taken.
	<b>Note</b> that if product	temperature exceeded 41°F		Log.	3. Measures to prevent
	internal temperature	at this time.			recurrence are
	does not exceed			Establishment owner or designee	established.
	41°F, then the	Meat internal temperature		will observe monitoring of	4. No product that is
	Critical Limit has	will be taken again after		temperature at least once per	injurious to health or otherwise adulterated
	been met.	the last of the product is		month.	as a result of the
		packaged and placed in the			deviation will be
		cooler and a final meat			permitted to enter
		internal temperature will be			commerce.
		measured when product is			
	OR	refrigerated to show that			
		the temperature was 41°F			

or lower within the Critical Limit time. Note that if meat temperature is 41°F or lower when the meat is returned to the cooler, no additional temperature measurement is necessary. All temperature measurements will be made by the establishment owner or designee using a calibrated thermometer. Temperature monitoring will be done at least once for each product grouping done in each production day. All products within a "product grouping" have a similar diameter and volume. For example, pork sausage mix and ground beef in the same volume could constitute a product grouping. Fresh bratwurst and Polish sausage might constitute another product grouping.

2. Product exposed	2. The room temperature		
to a designated	will be measured at the		
maximum room	start of each lot (earliest		
temperature and	of steps 5, 6, 8, 9, or 10)		
returned to	and at the end of each lot		
refrigeration (meat	(last of the packaged		
internal temperature	product enters cooler) by		
of 41°F or lower)	the establishment owner or		
within a time	designee using a calibrated		
designated in the	thermometer. Note the		
table shown below.	warmer of the two room		
	temperature measurements.		
	Within the Critical Limit		
	time for this temperature		
	(time elapsed since start of		
	the lot) the product		
	temperature will be		
	measured using a calibrated		
	thermometer by the		
	establishment owner or		
	designee.		
	Temperature monitoring will		
	be done at least once for		
	each product grouping in		
	each production day.		
	All products within a		
	"product grouping" have a		

	similar diameter and volume. For example, pork sausage mix and ground beef in the same volume could constitute a product grouping. Fresh bratwurst and Polish sausage might constitute another product grouping.		

	Product Temperature Log  Corrective Action Log  Thermometer Calibration Log	Establishment owner or designee will review the Product Temperature Log, Corrective Action Log, Thermometer Calibration Log once per week.  Establishment owner or designee will calibrate all thermometers to a known standard monthly. Thermometers will be calibrated to ± 2° F or taken out of operation as stated in the SOP. Calibration actions are recorded in the Thermometer Calibration Log.  Establishment owner or designee will observe monitoring of temperature at least once per month.	If a deviation from a critical limit occurs, the establishment owner or designee is responsible for corrective action protocol as stated in CFR 9, 417.3  1. The cause of the deviation will be identified and eliminated.  2. The CCP will be under control after the corrective action is taken.  3. Measures to prevent recurrence are established.  4. No product that is injurious to health or otherwise adulterated as a result of the deviation will be permitted to enter commerce.
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2B -	1. Meat internal	1. The meat temperature	Product	Establishment owner or designee	If a deviation from a
Packaging	temperature is	will be measured by the	Temperature	will review the Product	critical limit occurs, the
and Labeling	between 41°F - and a	establishment owner or	Log	Temperature Log, Corrective	establishment owner or
- WITH	designated upper	designee at the start of		Action Log, and Thermometer	designee is responsible
Cooler	temperature for no	each lot (earliest of steps	Corrective	Calibration Log once per week.	for corrective action
Storage	more than the time	5, 6, 8, 9, or 10) using a	Action Log		protocol as stated in
immediately	designated in the	calibrated thermometer.		Establishment owner or designee	CFR 9, 417.3
before it	following table. This	Monitoring starts at the	Thermometer	will calibrate all thermometers	1. The cause of the
	means that product	time product temperature	Calibration	to a known standard monthly.	deviation will be identified
	internal temperature	first exceeds 41°F, but for	Log	Thermometers will be calibrated	and eliminated.
	must return to 41°F	simplicity you can note the		to ± 2° F or taken out of	2. The CCP will be under control after the
	or lower within the	time when product is		operation as stated in the SOP.	corrective action is taken.
	designated time.	removed from the cooler		Calibration actions are recorded	3. Measures to prevent
	Note that if product	and assume the product		in the Thermometer Calibration	recurrence are established.
	internal temperature	temperature exceeded 41°F		Log.	4. No product that is
	does not exceed	at this time.			injurious to health or
	41°F, then the			Establishment owner or designee	otherwise adulterated as a
	Critical Limit has	Meat internal temperature		will observe monitoring of	result of the deviation will
	been met.	will be taken again after		temperature at least once per	be permitted to enter
		the last of the product is		month.	commerce.
	<u>PORK</u>	packaged and placed in the			
	Max. Temp Hrs:Min	cooler and a final meat			
	50°F - 54:45	internal temperature will be			
	55°F - 17:30	measured when product is			
	60°F - 8:30	refrigerated to show that			
	65°F - 8:15	the temperature was 41°F			
	70°F - 5:45	or lower within the Critical			
	75°F - 4:15	Limit time. Note that if			
	80°F - 4:15	meat temperature is 41°F			
	85°F - 1:30	or lower when the meat is			

90°F - 1:30	returned to the cooler, no	
95°F - 1:30	additional temperature	
100°F - 1:30	measurement is necessary.	
105°F - 1:00	All temperature	
110°F - 1:00	measurements will be made	
	by the establishment owner	
<u>BEEF</u>	or designee using a	
Max. Temp Hrs:Min	calibrated thermometer.	
50°F - 27:00		
55°F - 9:00	Temperature monitoring will	
60°F - 6:00	be done at least once for	
65°F - 3:45	each product grouping in	
70°F - 3:30	each production day.	
75°F - 2:30		
80°F - 2:00	All products within a	
85°F - 1:30	"product grouping" have a	
90°F - 1:30	similar diameter and	
95°F - 1:15	volume. For example, pork	
100°F - 1:15	sausage mix and ground	
105°F - 1:00	beef in the same volume	
110°F - 1:00	could constitute a product	
	grouping. Fresh bratwurst	
<u>POULTRY</u>	and Polish sausage might	
Max. Temp Hrs:Min	constitute another product	
50°F - 22:30	grouping.	
55°F - 14:45		
60°F - 13:45		
65°F - 8:15		
70°F - 4:45		
75°F - 3:00		

0.0	0°F - 3:00		
	5°F - 2:00		
	0°F - 2:00		
	5°F - 2:00		
	00°F - 1:30		
	05°F - 0:45		
11	0°F - 0:45		
<u>S</u>	AUSAGE (with salt		
<u>bu</u>	ut no sodium		
ni	trite)		
M	ax. Temp Hrs:Min		
	0°F - 8:30		
	5°F - 8 :30		
	0°F - 8 :30		
	5°F - 8 :30		
	0°F - 6 :00		
	5°F - 5 :15		
	0°F - 3 :15		
	5°F - 2 :30		
	0°F - 2 :30		
	5°F - 1:45		
	00°F - 1 :45		
	05°F - 1:45		
	0°F - 2:15		
	0 F - 2:15		
	ounced: Troham at		
	ources: Ingham et		
	., 2007. Predicting		
	athogen Growth		
dı	uring Short-Term		

Temperature Abuse			
of Raw Pork, Beef			
and Poultry Products:			
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Based Predictive			
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70, pp. 1445-1456.			
AND Ingham et al.,			
2009. Predicting			
pathogen growth			
during short-term			
temperature abuse			
of raw sausage.			
Journal of Food			
Protection: Vol. 72,			
pp. 75-84.			
OR			
2. Product exposed			
to a designated	2. The room temperature		
maximum room	will be measured at the		
temperature and	start of each lot (earliest		
returned to	of steps 5, 6, 8, 9, or 10)		
refrigeration (meat	and at the end of each lot		
internal temperature	(last of the packaged		
of 41°F or lower)	product enters cooler) by		
within a time	the establishment owner or		
designated in the	designee using a calibrated		

table shown above.	thermometer. Note the	
	warmer of the two room	
	temperature measurements.	
	Within the Critical Limit	
	time for this temperature	
	(time elapsed since start of	
	the lot) the product	
	temperature will be	
	measured using a calibrated	
	thermometer by the	
	establishment owner or	
	designee.	
	Temperature monitoring will	
	be done at least once for	
	each product grouping in	
	each production day.	
	All products within a	
	"product grouping" have a	
	similar diameter and	
	volume. For example, pork	
	sausage mix and ground	
	beef in the same volume	
	could constitute a product	
	grouping. Fresh bratwurst	
	and Polish sausage might	
	constitute another product	
	grouping.	

Sign and date at initial acceptance, modification, or annual reassessment.						
Signed	Date	Signed	Date			
Signed	Date	Signed	Date			