

Company Letterhead

To: "Supplier"

Date:

From: "Purchaser"

Subject: **Product Hazard Control Procedures**

We purchase the following from you:

It is critical to our HACCP program and our responsibility to protect public health to know what, if any, intervention strategy / hazard controls you perform on these products that we purchase from you.

On the attached sheet, please list the items you sell us and indicate the biological, chemical or physical hazards, if any, are associated with the manufacturing / production of these items. If there is a hazard, then indicate your control and hazard reduction / performance standard. The control can be prevention, elimination or reduction of the hazard by some specified amount (indicated by you) to a safe Food Safety Objective. Finally, list your monitoring procedure. If there are no hazards, indicate this. Some examples of listings are as follows.

Food Item	Biological, Chemical, Physical Hazard	Hazard Control	How the Process Step is Monitored
Raw Hamburger	B Vegetative pathogens C None P None	B Carcass wash for a 2-log reduction	B Temperature, pressure, and chemical concentration of the wash water.
Canned Beans	B Pathogenic spores C None P Rocks, gravel	B Cans receive a 12-log <i>C. Botulinum</i> cook. P Gravity separator is used on beans	B Temperature and time of cook. Calibrate temperature-measuring device weekly. P Monitor the number / amount of rocks collected.
Raw celery	B. Vegetative pathogens C None P None	B Celery is washed in 40°F water and disinfect using _____ for a 2-log reduction.	B Monitor water temperature and free chlorine level.
Bananas	B None C None P None		
Packaging	B None C Composition materials P None	C Only FDA approved packaging materials are used.	C We check the labels of all packaging materials before a lot of food is produced.

B, C, P = Biological, Chemical, and Physical

We look forward to your early response. If you have any questions, please call.

