

SYSTEM AND OPERATIONS DESCRIPTION

OPERATION DESCRIPTION

Management describes the facility's system and products on Encl. 1, **Operation Description**. It also lists styles of service, catering, and packaged sales.

PRODUCTS MEET REGULATORY STANDARDS

Government agencies and documents that regulate and inspect food production facilities include:

- USDA, 9 CFR: Meat, poultry and eggs.
- FDA, 21 CFR Part 110: Good Manufacturing Practices;
- FDA, 21 CFR Part 123: Fisheries – Fish and seafood products
- FDA, 21 CFR: Non-meat items and entrees, bakery items, dairy products (e.g., dairy plants)
- Bureau of Alcohol, Tobacco, and Firearms: Alcoholic beverages (e.g., beer, wine manufacturers)

Encl. 2 shows lists of products that are regulated by **USDA** (2a), **FDA** (2b), and **FDA Fisheries** (2c).

State and local regulatory agencies may also inspect and regulate food production operations.

ORGANIZATION AND JOB RESPONSIBILITIES

Our **Organization Chart and Job Responsibilities** (Encl. 3) is posted next to the Food Safety Policy (see *MANAGEMENT / AMC-HACCP MANAGEMENT*) section of this manual) on the employee bulletin board.

The purpose of this chart is to indicate the responsibility and accountability linkage for Quality Assurance (QA) action within the organization. Owners / managers are responsible for preparing and maintaining an organization chart that identifies each employee's name and job responsibilities. Each employee must know who his/her supervisor is and who is responsible for making him/her capable of zero defects.

Encl. 3 also lists job responsibilities and specifically identifies who is accountable and responsible, and has the authority to perform specific jobs within the organization.

In order to have assured quality performance, it is necessary that each person be trained to perform their jobs with zero defects according to management's policies, procedures, and standards. This chart identifies accountability and hence training for each employee.

ENVIRONMENT AND FACILITIES DESCRIPTION

There are potential hazards in the environment. The first is water that may have been contaminated by sewage. There is also waste control. Use the form, **Environment Surrounding the Facility**, (Encl. 4) to describe the hazards and controls in the environment around your facility.

Methods for adequate grounds maintenance. The grounds shall be kept in a condition that will protect against food contamination. Methods include:

1. Proper storage of equipment.

2. Removal of litter, waste, and cutting grass and weeds within the immediate vicinity of the buildings / structures to prevent breeding / harborage of pests; a 20-inch perimeter maintained around the outside of the building, unless it involves landscaping.
3. Maintenance of roads, yards, and parking lots so as to not constitute a source of contamination to exposed food.
4. Inspection of the plant and extermination or other means to exclude pests, dirt, and filth that could contaminate food if neighboring grounds are not under the operator's control, and are not maintained as above.
5. Proper drainage of grounds so that there are no pools of standing water.
6. Defined entry points for goods and people.
7. The roof must not leak.

Plant construction and design

1. Aisles / working spaces shall be provided between equipment and walls and shall be adequately unobstructed and of adequate width to permit employees to perform their duties and to protect against contaminating food, food contact surfaces, and food packaging materials with clothing or personal contact. The **traffic pattern** of employees should prevent cross-contamination of the product. Access of personnel and visitors should be controlled to prevent contamination. NOTE: Unauthorized persons shall not be allowed in the food production and utensil washing areas.
2. Adequate lighting shall be provided in hand washing areas, dressing and locker rooms, toilet rooms, and in all areas where food is examined, processed, or stored and where equipment or utensils are cleaned. The intensity will be adequate to the nature of the operation and should not be such that the resulting color of the food is misleading.
3. Safety-type light bulbs, fixtures, skylights or other glass suspended over exposed food during preparation /production shall be provided, or food shall be protected against food contamination due to glass breakage.
4. Adequate ventilation shall be provided and equipment shall be controlled to minimize dust, odors and vapors, including steam, noxious fumes, where they may contaminate food. Ventilation openings will be equipped with close fitting screens or filters to prevent the intake of contaminated air. Filters should be cleaned or replaced as appropriate.
5. Fans and other air-blowing equipment shall be operated so as to minimize potential for contamination of food, food packaging materials, and food contact surfaces.
6. Adequate screening or other protection against pests shall be provided.
7. Surfaces of rooms (i.e., walls, ceilings and floors) shall be sealed and impervious to water and shall be capable of being cleaned and kept in a dry condition. Floors will be sloped to gullies and drains so that pools of water do not collect. All wall/floor, wall / wall and wall / ceiling junctions will be coved where possible to facilitate easier cleaning. Walls and partitions will have a smooth surface up to height appropriate to the operation.

Ceilings and overhead fixtures are constructed and finished to minimize the build up of dirt where necessary, and are fitted with removable and cleanable insect-proof

screens. Where necessary, windows will be fixed. Doors will have smooth, non-absorbent surfaces, and be easy to clean and, where necessary, disinfected.

8. Working conditions (e.g. temperature, humidity, noise levels) are such that there is no adverse effect on the product, either directly or indirectly via the operator.
9. Service pipes shall be hygienically tagged to prevent condensation forming on their surfaces.

Production facilities shall be equipped with adequate sanitary facilities and accommodations including the following:

Water supply

1. The water supply shall be sufficient for intended operations and derived from an adequate source. A certificate of analysis is kept on file.
2. Only potable water that is safe and of adequate sanitary quality contacts food or food contact surfaces.
3. Running water at suitable temperature and pressure as needed shall be provided in all areas where required for food processing, and cleaning of equipment, utensils, and food packaging materials, or for employee sanitary facilities.
4. Water shall be tested for biological and chemical quality once a year.
5. There will not be cross-contamination between potable and non-potable water supplies. All hoses, taps, or other similar sources of possible contamination should be designed to prevent back-flow or back siphonage.
6. Recirculated water will be treated, monitored, and maintained as appropriate to the intended purpose. Recirculated water will have a separate distribution system that is clearly identified.

Plumbing. Plumbing shall be of adequate size and design, and adequately installed and maintained to:

1. Carry sufficient quantities of water to required locations throughout the plant.
2. Properly convey sewage and liquid disposable waste from the plant.
3. Avoid constituting a source of contamination to food, water supplies, equipment or utensils, or creating and unsanitary condition.
4. Provide adequate floor drainage in all areas where floors are subject to flooding-type cleaning or where normal operations release or discharge water or other liquid waste on the floor.
5. Provide that there is no backflow from, or cross-connection between, piping systems that discharge wastewater or sewage and piping systems that carry water for food or food manufacturing.

Sewage disposal. Sewage disposal shall be made into an adequate sewerage system or disposed of through other approved means.

Toilet facilities for employees. Employees shall be provided with adequate, readily accessible toilet facilities that are:

1. Maintained in a sanitary condition.
2. Kept in good repair at all times.
3. Provided with self-closing doors.

4. Provided with doors that do not open into areas where food is exposed to airborne contamination, except where alternate means have been taken to protect against such contamination (e.g., double doors, positive air flow systems).
5. Facilities shall be properly supplied with paper and other supplies.

Hand washing facilities. Hand washing facilities shall be adequate, convenient, and furnished with running water at a suitable temperature by providing:

1. Hand washing at essential locations, and where appropriate, hand sanitizing facilities at each location where good sanitary practice require employees to wash and/or sanitize their hands. There shall be a sufficient number of facilities to allow workers to use them quickly and easily.
2. Effective hand cleaning and sanitizing preparations.
3. Sanitary towel service or suitable drying devices.
4. Fixtures or devices such as water control valves, designed and constructed to protect against recontamination of clean, sanitized hands.
5. Readily understandable hand washing signs directing employees handling unprotected food, unprotected food packaging materials, and food contact surfaces to wash their hands before they start work, after each absence from their post, and when their hands may have become soiled or contaminated. These signs will be posted in the processing room(s) and in all other areas where employees handle such food, materials, or surfaces.
6. Refuse receptacles in hand washing areas that are constructed and maintained in a manner that protects against contamination of food.

Waste disposal. Rubbish and garbage will be conveyed, stored (covered), and disposed of so as to minimize the development of odor, minimize the potential for the waste becoming an attractant and harborage or breeding place for pests, and protect against contamination of food, food-contact surfaces, water supplies, and ground surfaces. Drainage and waste disposal systems are designed and constructed so that the risk of contaminating produce or the potable water supply is avoided. Suitable provision must be made for the storage and removal of waste. Containers for waste and inedible substances should be clearly marked and segregated.

FACILITY PLAN AND FOOD FLOW

The form, **Facility Plan and Food Flow** (Encl. 5) is useful for assuring that all areas are properly cleaned; that there is a minimum cross-traffic from high pathogen areas to low pathogen areas; that all equipment is maintained; and that pest infestation is controlled and checked. Ready-to-eat, finished food assembly, and packaging will take place in a dedicated area with dedicated staff so that *Listeria* can be controlled. A laminated plan of the facility should be placed at a designated display area, so that employees know and understand the various areas in the facility in order to clean, maintain equipment, and prevent and control pest infestation. Pictures can be used.

The goal of indicating the flow of food through the production facility is to show that raw food must not contaminate cooked food. Use colored markers as follows. On the facility plan, with a red marker, show the raw food area; mark a yellow zone where

raw food is washed / pasteurized to make it safe; mark a green zone for processed food.

EQUIPMENT AND UTENSILS

Major equipment items. To know the capability of the production area to prepare and store food, the major items of equipment, including refrigerators and freezers, are listed (Encl. 6). Specification sheets from manufacturers of equipment and utensils will be kept.

Design, construction, and use of equipment and utensils are as follows:

1. Equipment and utensils shall be designed and of such materials and workmanship as to be adequately cleanable, and shall be properly maintained.
2. Design, construction, and use of equipment and utensils shall prevent the adulteration of food with lubricants, fuel, metal fragments, contaminated water, or any other contaminants.
3. Equipment shall be installed and maintained so as to facilitate its cleaning and of all adjacent spaces.
4. Food contact surfaces shall be corrosion resistant when in contact with food and of non-toxic materials, and designed to withstand intended use, the action of food, and if applicable, cleaning compounds and sanitizing agents. Food contact surfaces shall be maintained to protect food from being contaminated by any source, including unlawful indirect food additives. Seams on food contact surfaces shall be smoothly bonded or maintained so as to minimize accumulation of food particles, dirt, and organic matter, thus minimizing the opportunity for growth of microorganisms.
5. Non-food contact equipment: Equipment in the manufacturing or food handling area that does not come into contact with food shall be constructed so that it can be kept in a clean condition.
6. Construction of holding, conveying, and manufacturing systems: Systems such as gravimetric, pneumatic, closed, automated manufacturing systems shall be designed and constructed to enable them to be maintained in an appropriate sanitary condition.
7. Temperature measuring devices: Each freezer and cold storage compartment used to store and hold food capable of supporting growth of microorganisms shall be fitted with an indicating thermometer, temperature-measuring device, or temperature-recording device. Calibration of these temperature-indicating, -measuring, or -recording devices will be verified at least once a month. (See **Equipment / Instrument Calibration and Verification Log** *MANAGEMENT / QA, QC, AND HACCP TEAM*, Encl. B1.) The temperature measuring device shall be installed so as to show the temperature accurately within the compartment. The compartment will be fitted with an automatic control for regulating temperature, or with an automatic alarm system to indicate a significant temperature change in a manual operation.
8. Other measuring devices: Instruments and controls used for measuring, regulating, or recording temperatures, pH, acidity, water activity, or other conditions that control or prevent the growth of undesirable microorganisms in food shall be accurate and adequately maintained, and adequate in number for their uses. Their calibration will be checked

monthly and recorded on the form, **Equipment / Instrument Calibration and Verification Log**. (See *MANAGEMENT / QA, QC, AND HACCP TEAM*, Encl. B1.)

9. Flow meters (e.g.: chlorine feed rates, gas pressure meters, etc.) will be verified to ensure accuracy at the time of installation and annually thereafter.
10. Compressed air or other gases mechanically introduced into food or used to clean food contact surfaces or equipment shall be treated in such a way that food is not contaminated with unlawful indirect food additives. (All air inlets shall be treated in a similar manner).

Processes and controls

1. Equipment, utensils, and finished food containers shall be maintained in an acceptable condition through appropriate cleaning and sanitizing and taken apart for thorough cleaning, if necessary.
2. Equipment, utensils, and containers used to convey, hold, or store raw materials, work in process, rework, or food shall be constructed, handled, and maintained during manufacturing or storage so as to protect against contamination.
3. Equipment and utensils used for raw foods of animal origin must be dedicated for use on raw foods only.

OPERATION DESCRIPTION

Company name and address	
Establishment number / license number:	
Regulatory agency(s) having jurisdiction:	
Hours of operation	
Description of clientele	
Distribution: Where will food be sold?	
Product / process groups	
Ingredients	
Packaging of products	
Storage / holding temperature	
Length of shelf life	
Labeling	

USDA-INSPECTED PRODUCTS
Categorized by Production Categories / Centers

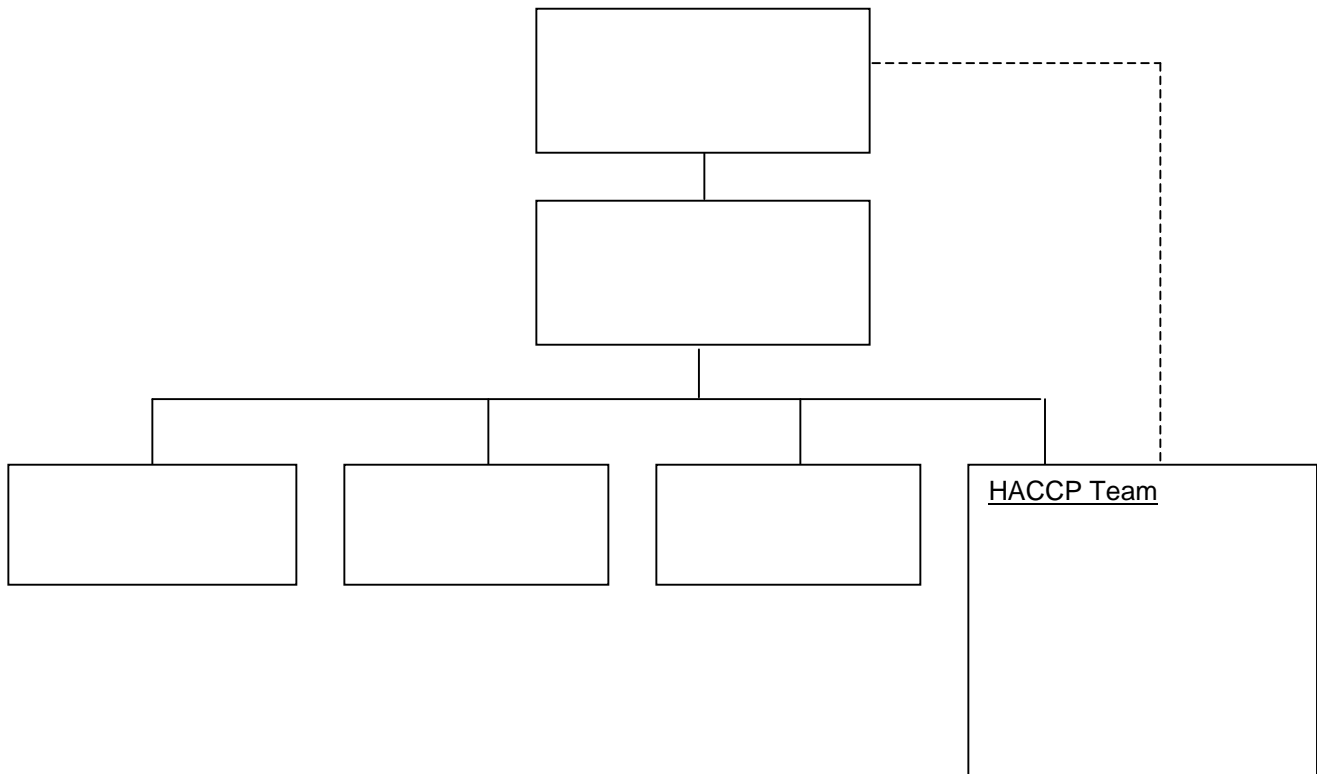
FDA-INSPECTED PRODUCTS
Categorized by Production Categories / Centers

FDA FISHERIES-INSPECTED PRODUCTS
Categorized by Production Categories / Centers

ORGANIZATION CHART AND JOB RESPONSIBILITIES

(company / facility)

Name of owner / CEO _____



ENVIRONMENT SURROUNDING THE FACILITY

1. The following pictures show the environment around the facility.

2. Water source description _____

3. Waste disposal
Garbage _____
Trash _____
Recycled material _____

4. Sewage disposal _____

5. Other _____

FACILITY PLAN AND FOOD FLOW

Layout and/or Pictures

