

SYSTEM AND OPERATIONS DESCRIPTION

FOOD SAFETY ASSURANCE

Encl. 1, **Retail Food Safety Management: Evidence of Active Managerial Control**, asks pertinent, detailed food safety questions about the farm-to-fork system and menu and will be prepared.

OPERATION DESCRIPTION

Management describes the facility's system and products on Encl. 2, **Operation Description**. The purpose is to identify all "processes."

MENU HACCP AND HAZARD IDENTIFICATION OF FOOD ITEMS

There should be a determination of the hazard of each incoming food item. It is assumed that in all canned food, the spores are dead. In refrigerated food, the question is: Did the supplier wash the vegetative pathogens off or pasteurize the food and reduce the pathogens to a safe level, or does the cook have to do it?

Menu items will be identified as to those that the cook controls to make safe and that the supplier controls to make safe.

Beginning with the stock list, hazards and controls will be identified for each food item that the chef / cook makes safe or the supplier makes safe.

Encls. 3, 4, 5, and 6, **Cook Control – Menu-Product Groups and Cook Controls for Safe Products**, and **Supplier Control – Menu-Product Groups and Supplier Controls for Safe Products** will be used to identify menu items, hazards, and controls.

Foods with allergens will also be identified (Encl. 7, **Menu Item Allergen Analysis** (with example) and Encl. 8, **Detailed List of Food Allergens and Food Intolerance**).

ORGANIZATION AND JOB RESPONSIBILITIES

An organization chart is completed for the establishment and job responsibilities are listed (Encl. 9) in order to ensure that all employees who must be trained to control hazards are identified.

ENVIRONMENT AND FACILITY DESCRIPTION

The environment and facility are described in Encl. 10, to include water and waste control systems. The facility's water comes from _____ and is checked for safety ___ times a year by _____. Waste is collected by _____. Pictures are included.

FACILITY PLAN AND FOOD FLOW

The **Facility Plan** (Encl. 11) shows locations of work centers and major items of installed / production equipment. The raw food areas of the facility are shown as red. The area where food is being produced and made safe is shown as an orange area. The ready-to-eat / safe food area is shown as green. Leftover food is given to _____. Staff facilities are indicated also.

MAJOR EQUIPMENT DESCRIPTION

The facility's equipment is constructed to provide proper sanitation, food preparation, and storage to allow employees to

do quality work. Specification sheets from equipment manufacturers will be kept.

Encl. 12 is used to list major equipment items (e.g., cooking devices, cooling units, hot and cold holding) that must be cleaned and maintained.

RETAIL FOOD SAFETY MANAGEMENT: EVIDENCE OF ACTIVE MANAGERIAL CONTROL
Description of Food Safety Operating Procedures for System Operation

Please provide, after each requirement listed below, a brief explanation of your standard operating policies, procedures, and standards to ensure that the following are done adequately to protect your customers' health.

MANAGEMENT AND CONTROL OF THE SYSTEM

- Do you budget money for the training of your employees and managers? If yes, how much? _____

- How will you ensure that employees in food preparation and service are following your food safety rules?

- What is your plan if power or water is interrupted; if there is a terrorist threat; if there is a recall? _____

- What is your plan if a customer complains that your food made him/her sick? _____

- What is your plan to ensure that thermometers are used correctly and calibrated? _____

PREREQUISITE PROGRAMS

Personal hygiene

- How will you check to make sure that no sick employee is working ? _____

- What are your rules to ensure that employees wash hands at correct times? _____

Environment and facilities

- What is your plan to ensure that the facility and environment are kept clean and maintained and pests are controlled? _____

- How do you ensure that there is adequate hot water? _____

Equipment

- Who cleans equipment, and how? _____

- How do you verify that tableware and food preparation equipment are adequately clean and sanitized? _____

- How do you ensure that the wet wiping cloth sanitizer solution is adequate? _____

Supplies

- How do you ensure that all supplies come from approved suppliers? _____

- How do you ensure that supplies are stored 6 inches above the floor and chemicals are separated from food? _____

- How do you ensure that allergenic ingredients are identified and separated? _____

- How do you ensure that food in refrigerators is at less than 41°F, and ready-to-eat food is covered and separate from raw food? _____

FOOD HACCP PROCESSES

- How do you ensure that raw fruits and vegetables eaten uncooked are adequately disinfected? _____

- How do you ensure that the cook adequately pasteurizes the food for pasteurization? _____

- How do you ensure that hot food is held above 135°F? _____

- How do you ensure that hot food is cooled in 6 hours to 41°F? _____

- How do you ensure that cold food is kept cold, less than 41°F, and used within 7 days? _____

- How do you ensure that cold menu items are made with cold ingredients and held at a temperature of less than 41°F? _____

- How do you ensure that ready-to-eat food between 135 and 41°F is used within 4 hours, or food between 41 and 70°F is used in 6 hours? _____

OPERATION DESCRIPTION

Company / unit name													
Address													
License / establishment number													
Description (picture) of facility													
Owner													
Person in charge / Cert. Food Mgr.													
HACCP team members and duties	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 40%;"><u>Member Name</u></th> <th style="width: 30%;"><u>Duties:</u> Team</th> <th style="width: 30%;">Operation</th> </tr> </thead> <tbody> <tr> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>_____</td> <td>_____</td> </tr> </tbody> </table>	<u>Member Name</u>	<u>Duties:</u> Team	Operation	_____	_____	_____	_____	_____	_____	_____	_____	_____
<u>Member Name</u>	<u>Duties:</u> Team	Operation											
_____	_____	_____											
_____	_____	_____											
_____	_____	_____											
HACCP facilitator: O. Peter Snyder, Jr., Ph.D. Hospitality Institute of Technology and Management 670 Transfer Road, Suite 21A St. Paul, MN 55114													
Hours of operation													
Type of operation	<input type="checkbox"/> Cafeteria <input type="checkbox"/> Fast food <input type="checkbox"/> School <input type="checkbox"/> Restaurant <input type="checkbox"/> Hotel <input type="checkbox"/> Catering <input type="checkbox"/> Sport event <input type="checkbox"/> Vendor <input type="checkbox"/> Fair <input type="checkbox"/> Resort <input type="checkbox"/> Camping <input type="checkbox"/> Other												
Types of service	<input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> Dinner <input type="checkbox"/> Late night <input type="checkbox"/> Sit down dining service <input type="checkbox"/> Catering <input type="checkbox"/> Banquet <input type="checkbox"/> Bar <input type="checkbox"/> Cafeteria / self-service <input type="checkbox"/> Cook-it-yourself <input type="checkbox"/> Take-out												
Number of meals served daily	breakfast _____ lunch _____ dinner _____												
Population to which food is mainly served	<input type="checkbox"/> General population <input type="checkbox"/> Infants and children <input type="checkbox"/> The elderly <input type="checkbox"/> Individuals who are ill												
Which of the following processes do you use to prepare potentially hazardous food? List a few examples.	Only pre-packaged, RTE food, shelf stable / no refrigeration _____ _____ Pre-packaged, RTE food, Temperature Control for Safety (TCS) _____ _____ Assemble (hand contact) and serve, RTE food, TCS _____ _____ Assemble, heat, and serve RTE food (leftover Y / N) _____ _____ Assemble, wash / pasteurize raw ingredients, serve, leftover Y / N _____ _____ Assemble, wash / pasteurize, cool for later service _____ _____ Catering (describe) _____ _____ Buffet / salad bar (describe) _____ _____												
Specialty departments at this facility	<input type="checkbox"/> Bakery <input type="checkbox"/> Deli <input type="checkbox"/> Meat <input type="checkbox"/> Produce <input type="checkbox"/> Seafood <input type="checkbox"/> Soup / salad bar <input type="checkbox"/> Other (specify) _____												
Foods given to charitable organizations (specify items)													

COOK CONTROL – MENU-PRODUCT GROUPS

MENU ITEM	COOK CONTROL / STABILIZE		
	Grp.	Control How (wash, pasteurize, etc),	Stabilize pH, a _w , TCS
Meat / poultry / fish / seafood			
Egg entrees			
Entrées / appetizers			
Fruits / vegetables			
Salads			

MENU ITEM	COOK CONTROL / STABILIZE		
	Grp.	Control How (wash, pasteurize, etc),	Stabilize pH, a _w , TCS
Vegetables, cooked			
Desserts			

- GROUP**
- I Not heat treated, not pasteurized (raw)
 - II Not heat treated, stabilized (Water activity [a_w], fermentation/acidified [pH]).
 - III Heat treated, not stabilized.
 - IV Heat treated, stabilized
 - V Sterilized

TCS = Temperature Control for Safety

COOK CONTROLS FOR SAFE PRODUCTS

INGREDIENT	B,C,P Hazard	CONTROL					STABILIZE		
		HFO Sort, Remove	Wash	Pasteurize Sterilize	Allergen (inform)	Other	A _w	pH Acid / Ferment	Ref. / Freeze
Meat / poultry / fish / seafood									
Entrée / specialty foods									
Dairy / egg products									
Bakery products									
Grain / mill products									
Nuts									
Fruits / vegetables									
Non-alcoholic beverages / juice / bottled water / other drinks									
Fats / oils									
Sugars / sweeteners / confections									
Condiments / salad dressings / vinegars									
Gravies / sauces / soups									
Spices / flavorings / food chemicals									
Gelatins / puddings / dessert powders									
Alcoholic beverages / bar mixes									

SUPPLIER CONTROL – MENU-PRODUCT GROUPS

MENU ITEM	SUPPLIER CONTROL / STABILIZE		
	Grp.	Control How (wash, pasteurize, etc),	Stabilize pH, a _w , TCS
Meat / poultry / fish / seafood			
Entrée / specialty foods			
Dairy / egg products			
Bakery products			
Fruits / vegetables			
Grain / mill products			

MENU ITEM	SUPPLIER CONTROL / STABILIZE		
	Grp.	Control How (wash, pasteurize, etc),	Stabilize pH, a _w , TCS
Non-alcoholic beverages / juice / bottled water / other drinks			
Fats / oils			
Sugars / sweeteners / confections			
Condiments / salad dressings / vinegars			
Gravies / sauces / soups			

- GROUP**
- I Not heat treated, not pasteurized (raw)
 - II Not heat treated, stabilized (Water activity [a_w], fermentation/acidified [pH]).
 - III Heat treated, not stabilized.
 - IV Heat treated, stabilized
 - V Sterilized

TCS = Temperature Control for Safety

SUPPLIER CONTROLS FOR SAFE PRODUCTS

INGREDIENT	CONTROL						STABILIZE		
	Grown Safe	HFO Sort, Remove	Wash	Pasteurize Sterilize	Allergen (inform)	Other	A _w	pH Acid / Ferment	Ref. / Freeze
Meat / poultry / fish / seafood									
Entrée / specialty foods									
Dairy / egg products									
Bakery products									
Grain / mill products									
Nuts									
Fruits / vegetables									
Non-alcoholic beverages / juice / bottled water / other drinks									
Fats / oils									
Sugars / sweeteners / confections									
Condiments / salad dressings / vinegars									
Gravies / sauces / soups									
Spices / flavorings / food chemicals									
Gelatins / puddings / dessert powders									
Alcoholic beverages / bar mixes									

MENU ITEM ALLERGEN ANALYSIS

Food Product	BIG EIGHT ALLERGEN INGREDIENTS								FOOD INTOLERANCE		
	Peanuts	Tree nuts	Milk and milk by-products	Eggs	Soy	Wheat	Fish	Crustaceans and shellfish	Sulfites	MSG	Other

**MENU ITEM ALLERGEN ANALYSIS (example)
Pete's Barbecue**

FOOD PRODUCT	BIG EIGHT ALLERGEN INGREDIENTS								FOOD INTOLERANCE		
	Peanuts	Tree nuts	Milk and milk by-products	Eggs	Soy	Wheat	Fish	Crustacean shellfish	Sulfites	MSG	Gluten
Tender-Licious Boneless Breaded Chicken Breast – Gold N Spice Tenderloins #5466					√	√					
Chicken Breast Patty Chunks-CN with Rib Meat Harkers #7334				√	√	√					
Boneless Skinless Chicken Breast – Sherman Fam. Foods 1019899											Sodium phosphate basting sol'n.
Cooked Breaded Chicken Patty Strips – Fryz 66990CN			√	√		√					
Beef Wieners Bakatars Sausage Co,										√	
Corn Dogs – Foster Farms				√	√	√					
Gardenburger – Veggie Vegan					√	√			White wine (sulfites)		Autolyzed yeast
Shrimp, Breaded in a Basket – Harker's 4900			√	√	√	√		√	√		
Breaded Fish Portions - Icelandic						√	√				
Cheese Slices, Kraft			√								
Fish Batter Mix			√	√		√					
Hot Dog Bun – Sara Lee					√	√					Sesame seeds
Garlic Toast			√		√	√					
French Bread					√	√					
Sugar Cookies – Homestyle		√	√	√	√	√					
Chocolate Chip Cookies – Homestyle		√	√	√	√	√					
Double Chocolate Chip Cookies – Homestyle		√	√	√	√	√					
M&M Cookies – Homestyle			√	√	√	√					Yellow 5, 6, Red 40
Fresh Fries (Potatoes)					√						
Onion Rings, Battered – Moore's			√		√	√					
Potato Salad – Mrs. Gerry's				√	√						
Pete's Barbecue Sauce					√		√ Anchovies			Hydrolyzed Soy protein	Red 40
Pete's Arousing Rib Rub – Seasoning Salt									√		
Flour						√					
Vanilla Flavored Ice Cream			√								

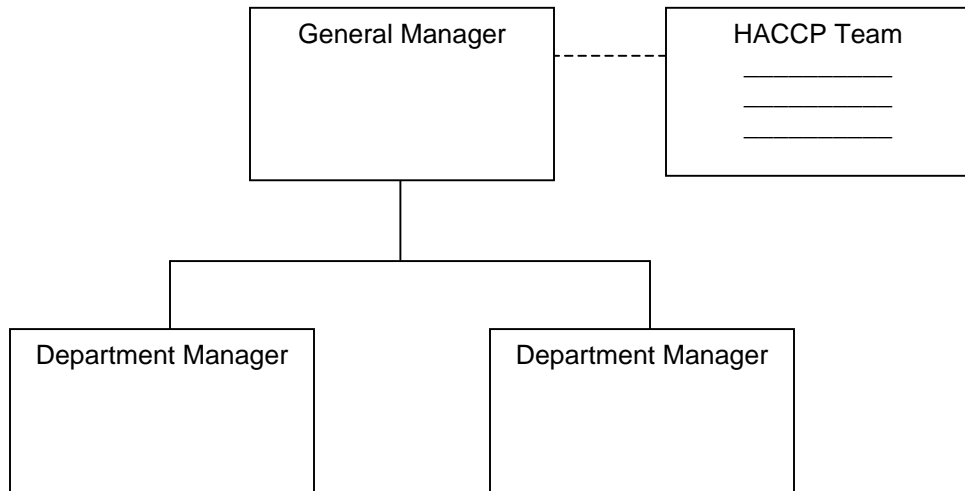
DETAILED LIST OF FOOD ALLERGENS AND FOOD INTOLERANCE

Over 170 foods have been documented in the scientific literature as causing allergic reactions. The “big eight categories of allergens account for about 90% of food allergy incidents.

FOOD ALLERGENS
<p>1. Milk. Includes: butter, butter fat, butter oil, buttermilk, artificial butter flavor, casein, caseinates (ammonium, calcium, magnesium, potassium, sodium) cheese, cream, cottage cheese, curds, custard, Ghee, Half & Half, hydrolysates (casein, milk protein, protein, whey, whey protein), lactalbumin, lactalbumin phosphate, lactoglobulin, lactose, lactulose, milk (derivative powder, protein, solids, malted, condensed, evaporated, dry, whole, low-fat, milkfat, non-fat, skimmed, and goat's milk) , nougat, pudding, rennet casein, sour cream, sour cream solids, whey (in all forms including sweet, delactosed, protein concentrate), yogurt, malted milk. The following may contain milk products - flavorings (natural and artificial), luncheon meat, hot dogs, sausages, high protein flour, margarine, Simplese ®.</p>
<p>2. Egg. Includes: albumin, egg (white, yolk, dried, powdered, solids), egg substitutes, eggnog, globulin, livetin, vitellin, lysozyme, mayonnaise, meringue, ovalbumin, ovoglobulin, ovomucoid, ovomucin, ovotransferrin, ovovitellin, Simplese ®, surimi. The following may contain eggs - lecithin, marzipan, marshmallows, pasta, and natural and artificial egg flavors. A shiny glaze or yellow colored baked goods may indicate the presence of eggs.</p>
<p>3. Wheat. Includes: bran, bread crumbs, bulgur, cereal extract, couscous, cracker meal, durum, durum flour, enriched flour, farina, flour (all-purpose, enriched, graham, high gluten, high protein, pastry, soft wheat), gluten, kamut, seitan, semolina, spelt, vital gluten, wheat (bran, germ, gluten, malt, starch), whole wheat berries, whole wheat flour. The following may indicate the presence of wheat protein - natural and artificial flavoring, hydrolyzed protein, soy sauce, starch (gelatinized, modified, modified food starch), surimi, vegetable gum.</p>
LEGUMES
<p>4. Peanuts. Includes: beer nuts, cold pressed, expelled, or extruded peanut oil, ground nuts, mixed nuts, monkey nuts, Nu-Nuts ® flavored nuts, nut pieces, peanut, peanut butter, peanut flour, peanut protein, hydrolyzed peanut protein. The following foods may indicate the presence of peanut protein - African, Chinese, Indonesian, Thai, and Vietnamese dishes, baked goods (pastries, cookies, etc), candy, chili, chocolate, (candies, candy bars), egg rolls, marzipan, natural and artificial flavorings, nougat, sunflower seeds. Artificial nuts can be peanuts that have been decaffeinated and recaffeinated with a nut, like pecan, walnut, or almond. Mandelonas are peanuts soaked in almond flavoring.</p>
<p>5. Soy. Includes: hydrolyzed soy protein, miso, shoyu sauce, soy (albumin, flour, grits, nuts, milk, sprouts), soya, soybean (granules, curd), soy protein (concentrate, isolate), soy sauce, Tamari, Tempeh, textured vegetable protein (TVP), tofu. The following ingredients may indicate the presence of soy protein - hydrolyzed protein, natural and artificial flavoring, vegetable broth, vegetable gum, vegetable starch, lecithin, or soy lecithin.</p>
<p>6. Crustacean Shellfish. Includes: crabs, crayfish, lobster and shrimp.</p>
<p>7. Fish. Includes: freshwater or saltwater finfish (anchovies, bass, bluefish, bream carp, cattish, char, chub, cisco, cod, cuttlefish, eel, flounder, grouper, haddock, hake, halibut, herring, mackerel, mahi-mahi, marlin, monkfish, orange roughy, perch, pickerel [dore, walleye], pike, plaice, pollock, pompano, progy, rock fish, salmon, sardine, shark, smelt, snapper, sole, sturgeon, swordfish, tilapia, trout, tuna, turbot, white fish, whiting, octopus, squid, surimi [made from polluck]).</p>
<p>8. Tree Nuts. Includes: almonds, Brazil nuts, caponata, cashews, chestnuts, coconut, filbert/hazelnut, ginko nuts, gianduja (a creamy mixture of chocolate and chopped toasted nuts found in premium and imported chocolates), hickory nuts, lichee nuts, macadamia nuts, marzipan/almond paste, nougat, Nu-Nuts, nut butters i.e. cashew butter, nut meal, nut oil, nut paste i.e. almond paste, nut pieces, pecans (Mashuga nuts), pesto, pine nuts (pinyon nuts), pistachios, pili nuts, shea nuts, walnuts. In addition: Mortadella may contain pistachios, tree nuts may be included in many foods including barbeque sauce, cereals, crackers, and ice cream.</p>
OTHER FOOD ALLERGENS
<p>Sesame seeds, Sunflower seeds, Cotton seed meal, Poppy seeds Molluscan shellfish. Includes: abalone, snails, clams, and oysters. Beans (Kidney beans, Navy beans), Peas, Lentils Corn and corn products Food Colors (Red 40, FD&C Yellow 5)</p>

FOOD INTOLERANCES		
<p>Gluten intolerance (Wheat and other cereal products) Lactose intolerance (Milk and dairy products) MSG (Monosodium glutamate and other glutamates) Sulfites Acids Antioxidants Caffeine</p>	<p>Fructose Capsaicin Nitrates & Nitrites Phenolic Compounds Sorbitol Alcohol Benzoates</p>	<p>Chili peppers Azo dyes Food colors Histamine Pepper</p>

ORGANIZATION AND JOB RESPONSIBILITIES CHART



ENVIRONMENT AND FACILITY DESCRIPTION AND PICTURES

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

2. Water source description _____

3. Waste disposal

Garbage _____

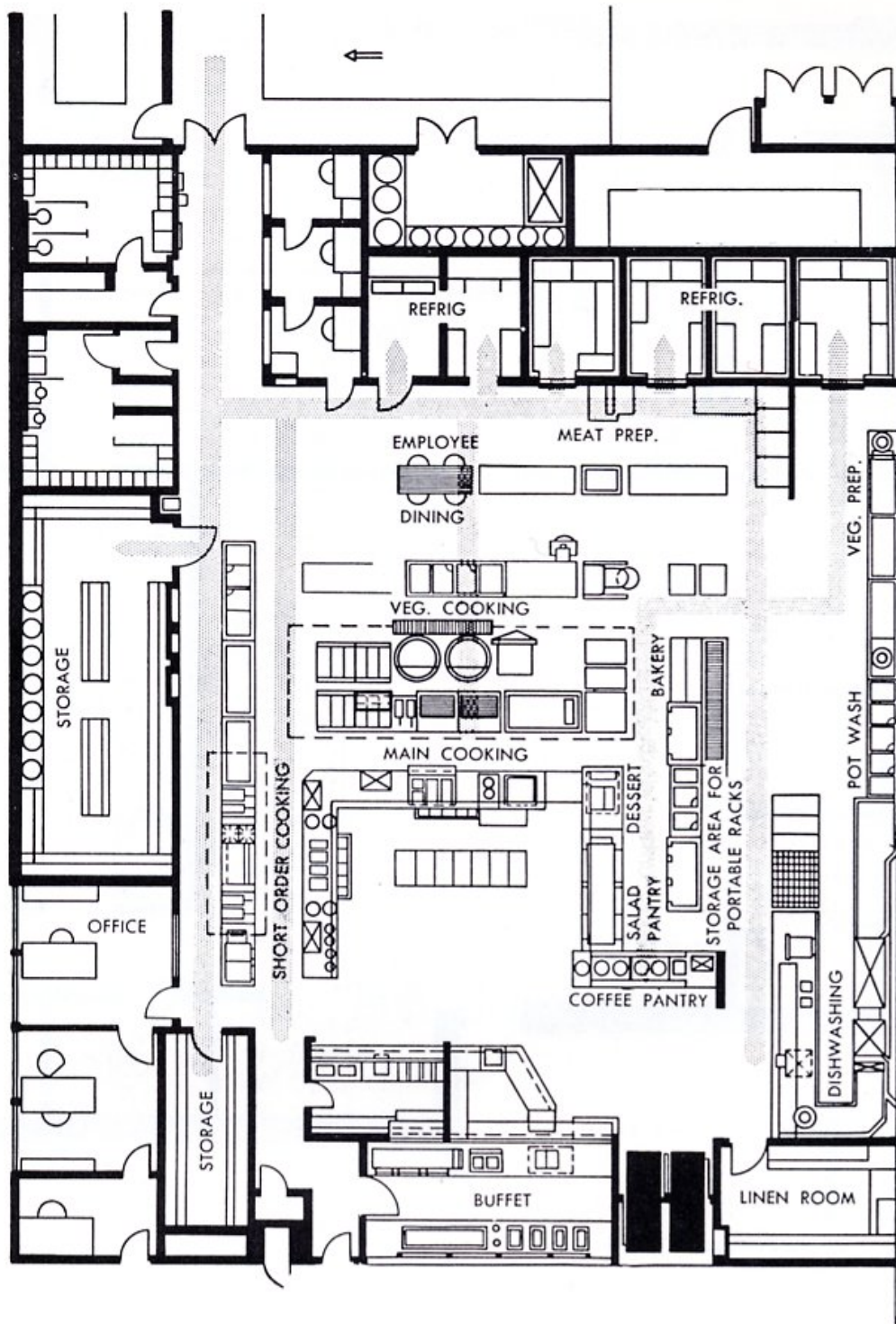
Trash _____

Recycled material _____

4. Sewage disposal _____

5. Other _____

FACILITY PLAN



MAJOR EQUIPMENT ITEMS

Equipment	Location	Size	Operation Capability
Ovens			
Grill			
Fryer			
Ventilation			
Fire suppression			
Dish machine			
Walk-in refrigerator			
Walk-in freezer			
Reach-in refrigerators			
Reach-in freezers			
Steam table			

