**Bill’s Restaurant**

123 Main Street

Minneapolis, MN 55401

**HACCP PLAN**

**for Cook-Chill**

**General SOPs**

Cleaning and Sanitizing

Employee Practices

ROP Procedures

Training Program

HACCP Based SOP’s

[Month day, year]

minneapolismn.gov/HACCP

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Para ayuda, llame al 311. Rau kev pab 311. Hadi aad Caawimaad u baahantahay wac 311.

 **COOK-CHILL HACCP PLAN**

**Products:** Meat Sauce (ground beef, tomatoes, beans, dried seasonings)

**Ingredients:** Cooked ground beef, canned tomatoes, canned beans, dried seasonings

**Intended Use:** Served in the restaurant to diners

**Time/Shelf-Life:** 7 days under cold storage ($\leq $41°F) or 30 Days under cold storage ($\leq $34°F)

**PROCESS DESCRIPTION**

*This is only an example descriptor*

*ABC Restaurant’s cook-chill processes are limited to soups and sauces intended for in-house restaurant use only for the purposes of cooking products to a precise temperature for greater consistency, to enhance food flavors and textures, and to reduce time from order to service. We purchase all of our meats and spices from approved and licensed suppliers and inspect them during receiving for temperature (41ºF or below) and quality. The handling, prepping, vacuum packaging, cooking, cooling, storing, and monitoring of cook-chilled products are conducted by employees who have thorough understanding of this HACCP plan and are trained in the reduced oxygen packaging and cook-chill processes. The cook-chill and ROP operations are conducted only in the designated areas of the kitchen.*

**EQUIPMENT LIST (Include specification sheets)**

|  |  |
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| **Equipment**  | **Make and Model** |
| * Vacuum Sealer
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| * Approved Vacuum Sealer Bags
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| * Data Logger
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| * Thermometers
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| * Refrigerators
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**HACCP TEAM MEMBERS**

|  |  |
| --- | --- |
| **Name**  | **Title/Role** |
| 1. |  |
| 2. |  |
| 3. |  |

**Recipes**

**Insert**

**FLOW DIAGRAM**

Hot holding (11)

**CCP #5**

Cold Storage (9)

**CCP #3**

Reheating (10)

**CCP #4**

Cooling (8)

**CCP #2**

Serving (12)

Vacuum Packaging & Labeling (7)

Cooking (6)

 **CCP #1**

Receiving of Dry Ingredients & Packaging Materials (2)

Cold Storage (3)

Receiving Raw Meats & Poultry

(1)

Dry Storage (4)

Preparation #1 (5)

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| **Verified By** **(Name):**  | **Signature:** | **Date:** |

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| **PROCESS STEP** |
| **Process Step** | **Potential Hazards**(B) Biological, (C) Chemical, (P) Physical | **Significant Hazard?** | **Justification of Decision** | **Preventative Measures** | **CCP?** |
| Receiving Raw Meats & Poultry(1) | (B) Salmonella, E. coli, Campylobacter jejune, Clostridium Botulinum, etc. | Yes | Fresh meat and poultry are known to contain pathogens | Meat and poultry will be purchased from approved suppliers and received at proper temps.  | No |
| Receiving Dry Ingredients & Bags (2) | (C) Deleterious Chemicals(P) Foreign Material. | No |  | Letters of guarantee ensuring bags ingredients are from approved sources and appropriate for product use  | No |
| Cold Storage of Raw Meats & Poultry (3) | (B) Salmonella, E. coli, Campylobacter jejune, Clostridium Botulinum, etc. | Yes | Potential growth of pathogens | All meat and poultry will be immediately stored in coolers and freezers.  | No |
| Storage of Dry Goods & Bags (4) | (P) Foreign Material. | No |  | Visual inspection of packaging materials to ensure no foreign material is present. | No |
| Preparation (5) | (B) Salmonella, and E. coli, Campylobacter jejune, Clostridium Botulinum, etc. | No | Potential growth of pathogens due to cross-contaminations is likely | Time product will be in the temperature danger zone during preparation will be minimized and monitored.  | No |
| Cooking (6) | (B) Salmonella, E. coli, Campylobacter jejune, Clostridium Botulinum, Listeria, etc. | Yes | Survival of bacterial spores if products are not properly cooked to correct internal temp | Products will be cooked to as required in MN Food Code. | Yes**CCP 1** |
| Vacuum Packing & Labeling (7) | (B) Clostridium Perfringens, Clostridium Botulinum and Listeria | Yes | Improperly labeled products will result in outdated or unsafe products | Each bag will be properly labeled with product name, date packaged, and ‘Use-By’ date | No |
| Cooling (7) | (B) Clostridium Perfringens, Clostridium Botulinum and Listeria | Yes | Improperly cooling can lead to growth of spore-forming pathogens  | Products will be cooled to from 135ºF to 70ºF within 2 hours and 70ºF to 41ºF within 4 hours as described in MN Food Code. | Yes**CCP 2** |
| Cold Storage (9) | (B) Clostridium Perfringens, Clostridium Botulinum and Listeria | Yes | Potential growth of pathogens if proper temperatures and time are not maintained. | ROP packaged and labeled products will be monitored for time and temperature control. | Yes**CCP 3** |
| Reheating (10) | (B) Clostridium Perfringens, Clostridium Botulinum and Listeria | Yes | Survival of bacterial spores if products are not properly cooked or reheated to correct internal temperatures. | ROP packaging will be opened prior to reheating and product properly heated to 165 ºF for hot holding OrROP packaging will be reheating in bag and product properly heated to 165 ºF for hot holding  | Yes **CCP 4****Or** **No**  |
| Hot holding (11) | (B) Clostridium Perfringens | Yes | Potential growth of pathogens if proper temperatures and time are not maintained. | Products will be hot held at or above 135 ºF | Yes **CCP 5** |
| Serving (12) | (B) Clostridium Perfringes, Clostridium Botulinum and Listeria | Yes | Survival of bacterial spores if products are not properly cooked or reheated to correct internal temperatures. | Products will be served immediately after hot holding | No |

**HACCP FORM**

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| **CCP** |
| **(1)****Critical Control Point** | **(2)****Hazard Description** |  **(3)** **Critical Limits** | **Monitoring** | **(8)****Corrective Action** | **(9)****Verification Activities** | **(10)****Record-keeping Procedures** |
| **(4)****What** | **(5)****How** | **(6)****Frequency** | **(7)****Who** |
| Cooking **(CCP 1)** | Pathogens | **Temperatures:**Beef: 145°F for 15 secondsPork: 155°F for 15 secondsPoultry: 165°F for 15 seconds | Product temperature | Use of thermometer | One food product per batch | Designated food worker | Continue cooking if below designated temperature for product | Cooking Log reviewed daily by chef.  | Cooking LogThermometer Validation Log |
| Cooling **(CCP 2)** | Pathogens | **Temperatures:**135°F to 70°F in 2hrs or less; 70°F to 41°F in additional 4hrs or less. | Product temperature  | Use of thermometer | Every hour | Designated food worker | Reheat to cooking temperature and restart cooling process if not cooled to 70°F in first 2 hrsDiscard product if product not cooled to 41°F within 4hrs of reaching 70°F | Cooling Log reviewed daily by chef.  | Cooling LogThermometer Validation Log |
| Cold Storage **(CCP 3)** | Pathogens | **Temperatures:**41°F or less **Time Limit:**7 days or less  | Cooler and product temperature Date on ROP bag label | Use of thermometer Data loggersVisual check of the labels on the bag | 2x Daily plusContinuesDaily | Designated food workerDesignated food worker | Immediately discard product if temp exceeds 41°F. Identify and eliminate cause of deviation. Identify out of date products and discard them.  | Refrigerator/Freezer Log reviewed daily by chef. Product Date/ Label Log will be reviewed daily by chef. | Refrigerator/Freezer Log; Thermometer Validation LogProduct Date and Label Log |
| Reheat **(CCP 4)**  | Pathogens | **Temperatures:**At least 165°F for 15 seconds within 2 hours | Product temperature | Use of thermometer | Once per batch | Designated food worker  | Discard product if temperature requirements are not met  | Reheat Log reviewed daily by chef.  | Reheat LogThermometer Validation Log |
| Hot Holding **(CCP 5)** | Pathogens | **Temperatures:** Hot hold at or above 135°F | Product temperature  | Use of thermometer | Every hour | Designated food worker | Reheat to 165°F if temperature falls below 135°F or discard | Hot Holding Log reviewed daily by chef.  | Hot Holding Log Thermometer Validation Log |

**COOK-CHILL PROCEDURES**

*Only foodservice employees trained in the use of the reduced oxygen packaging equipment and have a thorough understanding of the HACCP plan shall conduct ROP operations.*

1. **Receiving Raw Meat/Poultry:** Inspect meat and poultry products upon receiving for temperature and quality and verify product temps are at or below 41ºF.
2. **Receiving Packaging Materials:** Inspect the condition of dry goods and packaging materials upon receipt. Verify products are in good condition.
3. **Cold Storage:** Immediately store all perishable products in the designated coolers with temperatures at or below 41°F.
4. **Dry Storage:** Store non-perishable products in clean location that is separated from any potential sources of contamination.
5. **Preparation**: Prepare products, ingredients, and packaging materials necessary to the operation according to recipe/instruction. Prepare products for vacuum packaging and ensure products remain at room temperature no longer than 30 minutes during the preparation and packaging process.

Place product in the packaging materials. Place bags in the vacuum machine ensuring that adequate space is provided around each package. Ensure that machine is working properly and settings are appropriate for the product being packaged. Start the machine and wait for the lid to open indicating that the process is complete. Remove packages from the machine. Visually check the seal to ensure that it is tight and that there are no food materials in the seal. Packages with a faulty seal should be re-packaged. Trim excess packaging as required.

1. **Cooking (CCP #1):** Cook food to minimum required temperature.
* Critical Limit: Follow recipe directions to cook beef flaps to 145°F for a minimum of 15 seconds, pork to a minimum of 155°F for 15 seconds, and poultry products to a minimum of 165°F for 15 seconds.
* Monitoring: Check temperature of the product and record the cooking temps for each product on the Cooking Log.
* Corrective Action: If temperature is not at the required temperature, continue cooking.
* Verification: Chef must verify that designated employees are monitoring and checking cooking temperatures daily by visually monitoring employees during their shift and reviewing Cooking Logs on daily basis.
1. **Vacuum Packaging & Labeling:** Properly label each package with name of product, date packaged and use-by date. Ensure to use the premade labels that have the statement “Keep refrigerated or frozen” and ensure the use-by date is within 7 days of packaging.
2. **Cooling (CCP #2):** Remove the bags from the circulator and place them in an ice bath on the prep table in the ROP station.
* Critical Limit: Cool the products to 70°F within 2 hours of reaching 135°F and then to 41°F within 4 hours of reaching 70°F.
* Monitoring: Check temperature of largest of product per batch and frequency to monitor requirements and record the temps on the Cooling Log.
* Corrective Action: If product is not cooled to 70°F within the first 2 hours, reheat product to required cooking temperature and restart cooling process or discard. If product is not cooled to 41°F within 4 hours of reaching 70°F, discard product.
* Verification: Chef must verify that designated employees are monitoring and checking cooling temperatures daily by visually monitoring employees during their shift and reviewing Cooling Logs on daily basis.
1. **Cold Storage (CCP #3):** Place ROP packages in coolers immediately after labeling.
* Critical Limit: Products must be at or below 41°F and held in ROP packages for no more than 7 days.
* Monitoring: The designated employees must visually check and record temperatures of coolers containing ROP products at least twice a day during business operating times and record temperatures on the Refrigeration/Freezer Log. Data logger must continuously log temperatures.

The designated employees must also visually check labels of ROP products for use-by dates and record the check and any corrective action on Product Date/Label Log.

* Corrective Action: If ambient cooler temperatures exceed 41°F, check actual product temperatures and if above 41°F, discard the product and notify the Manager on Duty that the cooler is not properly working. Record corrective actions on the Refrigerator/Freezer Log.

If the Use-By dates are past the designated date, discard the product and record corrective actions on the Product Date and Label Log.

* Verification: Manager on Duty must verify that designated employees are monitoring and checking ROP product temperatures and use-by dates daily by visually monitoring employees during their shift and reviewing Refrigeration/ Freezer logs and Product Date/Label Logs on daily basis.
1. **Reheating for hot holding (CCP #4)**: Reheat product to 165°F within 2 hours if hot holding; (or to desired temperature for immediate service or if not hot holding).
* Critical Limit: Reheat to at least 165°F for 15 seconds within 2 hours.
* Monitoring: Check temperature of the product and record the reheat temps for each product on the Reheat Log.
* Corrective Action: If temperature is not reached at the 2 hour mark, discard product.
* Verification: Chef must verify that designated employees are monitoring and checking temperatures daily by visually monitoring employees during their shift and reviewing Reheat Logs on daily basis.
1. **Hot holding (CCP #5):** Place food product in hot holding equipment immediately after reheating.
* Critical Limit: Food product must be hot held at or above 135°F.
* Monitoring: Check temperature of the product and record the temps for each product on the Hot holding Log.
* Corrective Action: Reheat to 165°F if temperature falls below 135°F or discard product
* Verification: Chef must verify that designated employees are monitoring and checking hot holding temperatures daily by visually monitoring employees during their shift and reviewing Hot Holding on daily basis.
1. **Serving**: Portion reheated product for meal size and serve as ordered by patrons.

**SANITATION STANDARD OPERATING PROCEDURES (SSOPs)**

**EMPLOYEE HYGIENE AND PRACTICES**

1. Hands are to be thoroughly washed in a designated hand sink with soap and water, paying particular attention to the areas underneath the fingernails and between the fingers by scrubbing thoroughly with using a fingernail brush. Dry with single use towels. Handwashing is to be done at the following times:
* after using the toilet, in the toilet room
* after coughing, sneezing, using a tissue, using tobacco, eating, or drinking
* after handling soiled equipment or utensils
* immediately before engaging in food preparation activities
* during food preparation as necessary to remove soil and prevent cross contamination
* when switching between raw and ready-to-eat foods
* other times as needed to maintain good sanitation
1. Fingernails must be kept trimmed, filed, free of nail polish, and maintained so the edges are cleanable and not rough.
2. Eating and drinking is prohibited in areas where contamination of exposed food, clean equipment, utensils, unwrapped single service and single use articles could occur. A food employee may drink from a closed beverage container in a food prep area as long as it is handled to prevent contamination.
3. Effective hair restraints must be worn in processing areas.
4. Smoking and other uses of tobacco are prohibited.
5. Clean outer clothing must be worn each day and changed as often as necessary throughout the day (when moving from a raw food operation to a ready-to-eat food operation).
6. Frocks and aprons used by employees are to be hung in a designated area when not in use. They are not to be worn in the toilet area, eating areas and locker rooms.
7. Foot wear is to be kept clean.
8. No jewelry (except a wedding band or other plain ring) is allowed during handling of food.
9. Food Employees shall report to the Person in Charge when they have a symptom caused by illness, infection, or other source that is:
* associated with diarrhea, vomiting or other acute gastrointestinal illness
* jaundice
* a boil, infected wound or other lesion containing pus that is open or draining unless: if on the hands or wrists, unless a finger cot or other impermeable cover protects the lesion and a single use glove is worn if on exposed portions of the arms, the lesion is protected by an impermeable cover.

*The Person in Charge shall impose the proper restrictions and exclusions according to rule.*

**CLEANING AND SANITIZING**

**Equipment Food Contact Surfaces**

Properly cleaned and sanitized food contact surfaces are critical to ensuring a safe, sanitary operation. Use of approved cleaners and sanitizers will reduce levels of pathogenic organisms to prevent cross contamination of the product. Detergent cleaners suspend and help remove various food soils. Chemical sanitizers (chlorine, quaternary ammonia, etc.) reduce the numbers of pathogens and other microorganism to insignificant levels.

**The cleanup process must be completed in accordance with following procedures:**

* **Pre-cleaning:** Equipment and utensils shall be pre-flushed, presoaked, or scraped as necessary to eliminate excessive food debris
* **Washing**: Equipment and utensils shall be effectively washed to remove or completely loosen soils using manual or mechanical means. Only approved chemicals are to be used in this process.
* **Rinsing:** Washed utensils and equipment shall be rinsed to remove abrasives and to remove or dilute cleaning chemicals with water
* **Sanitizing:** After being washed and rinsed, equipment and utensils must be sanitized with an approved chemical by immersion, manual swabbing, brushing, or pressure spraying methods. Exposure time is important to ensure effectiveness of the chemical. *Ensure that an appropriate chemical test kit is available and routinely used to ensure that accurate concentrations of the sanitizing solutions are being used.*

**Frequency of Cleaning Equipment, Food Contact Surfaces and Utensils:**

1. Before each use with a different type of raw animal food, including beef, fish, lamb, pork, or poultry;
2. Each time there is a change from working with raw foods to working with ready to eat foods;
3. Between uses with raw fruits or vegetables and with potentially hazardous foods;
4. At any time during the operation when contamination may have occurred.
5. If used with potentially hazardous foods, throughout the day at least once every four hours
6. Utensils and equipment that are used to prepare food in a refrigerated room that maintains the utensils, equipment, and food under preparation at 41°F or less and are cleaned at least once every 24 hours
7. Before using or storing a food thermometer.
8. For equipment used for storage of packaged or un-packaged food, including coolers, and the equipment is cleaned at a frequency necessary to eliminate soil residue.
9. For ice bins, at a frequency necessary to preclude accumulation of soil or mold.
10. Food contact surfaces of cooking equipment shall be cleaned at least once every 24 hrs.
11. Non-food-contact surfaces of equipment shall be cleaned at a frequency necessary to prevent accumulation of soil residues.

**HACCP TRAINING FOR EMPLOYEES**

**Understanding the potential hazards associated with reduced oxygen packaging.**

While the process of packaging foods using a reduced oxygen method extends the shelf life, it also can pose a serious public health threat. Generally, bacteria survive under conditions where there is oxygen present (aerobic conditions) or where oxygen is not present (anaerobic conditions). Some bacteria have the ability to adapt to either condition.

Under traditional packaging conditions (aerobic conditions), spoilage bacteria would normally thrive and the product would spoil before the more hazardous types of bacteria might become a problem. During the process of ‘vacuum packaging’ or ‘reduced oxygen packaging’, the air inside the package (which is approximately 21% oxygen) is eliminated, creating anaerobic conditions and thereby changing the types of bacteria that can survive in the package. Spoilage organisms are eliminated, but several types of pathogenic bacteria survive and actually thrive under these conditions.

The pathogen of greatest concern is **Clostridium botulinum**. While botulism bacteria will normally be killed in a cooking step, spores of the bacteria may survive and could grow and produce toxin if the conditions are right. These conditions are similar to those that occur in a vacuum/reduced oxygen package. Other pathogens of concern may be **Listeria monocytogenes**, Yersinia enterocolitica, Campylobacter jejuni, and Clostridium perfringens.

**CONCEPTS REQUIRED FOR A SAFE OPERATION**

A thorough understanding of this HACCP plan, the use of the reduced oxygen packaging equipment, and the HACCP based standard operating procedures is necessary for the safe operation of the restaurant’s vacuum packaged products. Areas to focus on include: products that can be packaged, temperature control, prevention of cross contamination, and health and personal hygiene of food handlers.

***Products that can be packaged by ROP***

State of Minnesota regulations limit the types of foods that can be vacuum packaged. ABC’s HACCP plan defines the foods that can be packaged using reduced oxygen packaging. **Only the specific products on this list can be reduced oxygen packaged**. Any addition to the above list must first have the approval of the Chef. Changes must be noted in the HACCP PLAN.

***Temperature Control***

Temperature control is a very important factor in keeping all potentially hazardous foods safe. But the extended shelf life and decreased oxygen concentration allows certain pathogens to multiply in reduced oxygen conditions. To reduce the potential for growth of these pathogens, products (packaged and unpackaged) must be stored at cooler temperatures of 41oF or less. Employees must monitor the cooler temperatures at least every 4 hours to ensure that foods are not allowed to be out of the temperature requirements for extended periods of time.

***Preventing Cross Contamination***

Raw foods should be handled separately from cooked and ready to eat foods to avoid cross contamination. Utensils, equipment and work surfaces used for raw foods should be thoroughly cleaned and sanitized prior to using for cooked or ready-to-eat foods. In addition, ensure that ready-to-eat foods are stored so that blood or juices from raw products cannot drip or otherwise come into contact with them. Food handlers can also be a source of cross contamination through improper handwashing, or soiled clothing or aprons.

***Employee Health and Hygiene***

The health and personal hygiene of food handlers can also play a critical role in producing a safe ROP food. It is vital that employees working in this operation follow the Employee Hygiene and Practices guidelines.

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| **Refrigeration / Freezer Log****Instructions**: The designated foodservice employee must record the location or description of holding unit, date, time, air temperature, corrective action, and initials on this Log on daily bases. Chef or manager must verify that foodservice workers have taken the required temperatures by visually monitoring food workers during their shift, and must review, initial, and date this log daily. This log should be maintained for a minimum of 6 months. |
| **Product/Refrigerator** | **Date** | **Time** | **Temp** | **Past Use-by Date** | **Corrective Action** | **Initials** | **Verified By** |
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| **Thermometer Validation Log****Instructions**: The designated foodservice employee(s) must record the validation temperature and corrective action taken each time a thermometer is validated. Accuracy of thermometers will be validated using slurry ice water. The Chef or manager must verify that foodservice employees are using and validating thermometers properly by making visual observations of employee activities during all hours of operation. The supervisor must review and initial the log daily. This log should be maintained for a minimum of 6 months. |
| **Date** | **Time** | **Thermometer****ID#** | **Method Used****(Ice Slurry)** | **Thermometer****Reading** | **Accurate****(Yes/No)** | **Corrective Action** | **Initials** | **Verified By** |
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| **Cooking and Reheating Temperature Log****Instructions:** Record product name, time, the temperatures/times taken, and any corrective action taken on this form. The supervisor of the food operation will verify that food workers have taken the required cooking temperatures by visually monitoring food workers and preparation procedures during the shift and reviewing, initialing, and dating this log daily. This log should be maintained for a minimum of 6 months. |
| **Date** | **Time** | **Food Item** | **Internal****Temp/Time** | **Internal****Temp/Time** | **Corrective Action Taken** | **Initials** | **Verified By** |
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| **Hot Holding Temperature Log****Instructions:** Record product name, time, the temperatures/times taken, and any corrective action taken on this form. The supervisor of the food operation will verify that food workers have taken the required cooking temperatures by visually monitoring food workers and preparation procedures during the shift and reviewing, initialing, and dating this log daily. This log should be maintained for a minimum of 6 months. |
| **Date** | **Time** | **Food Item** | **Internal****Temp/Time** | **Internal****Temp/Time** | **Corrective Action Taken** | **Initials** | **Verified By** |
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| **Cooling Temperature Log****Instructions:** Record temperatures every hour during the cooling cycle. Record corrective actions, if applicable. The Chef or manager of the food operation will verify that the designated food worker is cooling food properly by visually monitoring the food worker during the shift and reviewing, initialing, and dating the log daily. This log must be maintained for a minimum of 6 months. |
| **Date** | **Food Item** | **Tim/Temp** | **Tim/Temp** | **Tim/Temp** | **Tim/Temp** | **Corrective Actions Taken** | **Initials** | **Verified****By** |
| 6/5 | Meat Sauce | 8am | 10am | 12pm | 2pm |  |  |  |
| 135\*F | 65\*F | 41\*F | 33\*F |
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| **Updates/edits to HACCP Plan Log****Instructions**: All edits or changes to an approved HACCP plan must be logged. Tracking changes helps during the inspection and the facility’s annual review. **Significant changes to a HACCP plan must be approved by the City of Minneapolis prior to changing**. Contact a member of our HACCP team to determine if additional approval requirements are necessary for proposed changes.  |
| **Date** | **Initials** | **Summary of Changes** |
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