



HACCP - THE * FOOD * SAFETY * PLAN *

HACCP Food Safety Plan Required

It isn't enough to simply prepare a district-wide or even school-wide food safety plan. There must be a plan in place for each building in which food is prepared or served to students. Since the activities may vary widely in each building, each plan must be specific to that building. The HACCP Food Safety Plan including the Standard Operating Procedure's (SOP's) must be reviewed and updated at least annually. Consider the role your plan could play in training and in preparation for review.

Documentation is the Key!



There is a saying, "If it hasn't been documented, it hasn't been done." This is particularly true in executing a HACCP Food Safety Plan. **Everyone** must ensure that they properly document all aspects of the HACCP Food Safety Plan.

Record Keeping



All records related to HACCP must be kept for one year plus the current year or until the sponsor is given permission by their KSDE consultant to discard.

Food Safety Inspections

The most recent inspection report for each site that participates in the National School Lunch Program or School Breakfast Program must be posted in a public place. KSDE suggests you post it in the same location as the civil rights poster. Display a copy and keep a copy on file. The Kansas Department of Agriculture (KDA) is required to inspect each school serving site and production area twice each year. If you have not had 2 inspections in the last year, contact KDA. A Food Safety Inspection Request form that can be completed and mailed to KDA is available at www.kn-eat.org, General Program Information, Food Safety.

HACCP

Hazard
Analysis
Critical
Control
Points

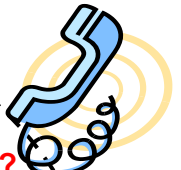
HACCP is a systematic approach to food safety that follows the flow of food through a food service operation to eliminate or reduce the risk of foodborne hazards. In 2004, the Richard B. Russell National School Lunch Act was amended requiring that all school food authorities implement a food safety program based on HACCP principles for all food served in schools beginning July 1, 2005. HACCP is the law and a HACCP Food Safety Plan is required for federal reimbursement for meals served. Implementing and using HACCP procedures helps to ensure you are preparing and serving safe food!

Need Help with HACCP?

Go to www.kn-eat.org and click on 'What's New' to download a fill-in-the-blank HACCP Food Safety plan with SOP's, temperature logs and more. Use everything as is, modify some or all of it or design your own materials. It's your choice.

Request one-on-one training through the Assistance Network by contacting Tammy Poland at (620) 739-4731 or tpoland@ksde.org.

Hire a KSDE cadre trainer to teach the HACCP class for your staff by calling the Child Nutrition & Wellness office at (785) 296-2276.



Frequently Asked.....Which Process Is It?

Process 1 (Hold Cold-below 41°F)

- Salsa made from scratch with cold ingredients
- Cut tomatoes and melons
- Homemade ranch dressing
- Gelatin with fruit
- Milk, deli meats, sliced cheese

Process 2

- Cooked rice, pasta, vegetables or potatoes served hot the same day

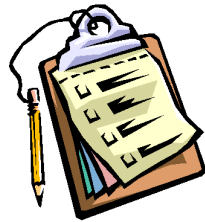
Process 3

- Salsa made from scratch by cooking ingredients
- Cooked pasta served cold or reheated


Other

- Processed salsa
- Catsup, mustard and pickles
- Margarine pats
- Commercial salad dressings
- Canned cheese sauce
- Powdered cheese sauce mix
- Peanut butter
- Quick breads and fruit crisps
- Gravy mix
- Breads, cakes and cookies (except that cream cheese desserts are Process 2)

**Keep
Records
On...**



The best food safety plan is useless unless the plan is fully and consistently followed. It is critical for managers to verify that standard operating procedures are being followed.

Record or Log	Required?	Frequency
Temperatures of foods received - Purchased and delivered from production kitchen	Yes	A sample of foods from all deliveries made when an employee is present
Cold storage unit temperatures	Yes	Each unit at least once a day
Dry storage room temperatures	No	Not applicable
Dish machine temperatures	No	Not applicable (looking at gauge daily and recording independent temperature test weekly or monthly is recommended)
Thermometer calibration	Yes	Every 2 weeks
Damaged/discarded products	Yes	Any time food is discarded for a reason worth noting (e.g. contamination)
Food Safety Checklist	Yes	Monthly (more if problems are found)
Checklist for Annual Review	Yes	Annually
Food Safety Training Completed	Yes	On-going
Approval Letter for request of variance from Kansas Food Code requirement 3-501.16, for foods using Time as a Control.	Yes, if using Time as a Control	As needed when it is determined to use "Time as a Control" for a food item.
Temperature of Process Food - after cooking/entering holding unit - exiting holding unit/entering serving - end of each serving period - end of last serving period	Yes If applicable Yes At some sites Yes	All meals ↓
Temperatures of foods cooling 	Yes but only until an SOP is written	One or more times each (as needed to establish an SOP) for three types of food – thick, thin, and small/separate

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