

## **Outline of What to Include in the Written HACCP Plan**

(Refer to pages 55-79 in the USDA guidance manual)

### **HACCP Food Safety Program**

**Name Your School/Facility – Grades Served**

#### **I. USDA’s Guidance Manual – include in plan**

#### **II. Description of Program/Facility – page 56**

- Brief introduction – see top of page 56
- Identify staff by numbers: Example: 1 manager, 4 staff
- List the total number of feeding sites for your school/facility
- List the total number of kitchens for your school/facility:
  - 1) onsite/central kitchens, and 2) satellite kitchens
- List other school districts to which you provide meals
- Specify the average daily number of meals prepared for 1) breakfast and, 2) lunch
- Menus – how they are planned; i.e., monthly, use a cycle menu, etc.
- Specify the date this manual was created.

#### **III. Standard Operating Procedures – page 57**

Will include those SOPs that are applicable to your school/facility.

#### **IV. Categorizing Menu Items and Identifying Control Measures and Critical Control Points – pages 58-63**

Will include the food items you serve at your school/facility using:

- COOK and SAME DAY SERVICE Process Chart
- NO COOK Process Chart
- COOK, COOL, REHEAT, SERVE Process Chart

#### **V. Corrective Action – pages 64-65**

#### **VI. Recordkeeping Requirements – pages 66-78**

(This may be where you want to keep the originals for making copies in the future.)

- Food Safety Checklist
- Temperature Logs