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