



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

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

### Culture of Food Safety using HACCP Food Safety Program

(Name of your school/facility – grades Served)

#### 1. Description of Program/ Facility

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

#### 2. Standard Operating procedure

Will include those SOP's that are applicable to your school/facility

#### 3. Categorizing Menu items and Identifying Control Measures and Critical Control Points

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

#### 4. Corrective Actions (pages 64-65)

#### 5. Recordkeeping Requirements – pages 66-78

This may be where you want to keep the originals for making copies in the future and have a separate notebook for completed HACCP logs and the current logs posted in the kitchen to be completed)

#### 6. NDE Nutrition Services HACCP

<https://www.education.ne.gov/ns/nslp/hazard-analysis-and-critical-control-point/>

#### 7. USDA's Guidance Manual

[https://fns-prod.azureedge.net/sites/default/files/Food\\_Safety\\_HACCPGuidance.pdf](https://fns-prod.azureedge.net/sites/default/files/Food_Safety_HACCPGuidance.pdf)

#### 8. State of Nebraska Food Code

[http://www.nda.nebraska.gov/regulations/foods/food\\_code.pdf](http://www.nda.nebraska.gov/regulations/foods/food_code.pdf)