

SFA/School: \_\_\_\_\_

School Year : \_\_\_\_\_

Person Completing Form: \_\_\_\_\_

## Action Plan for Implementing a HACCP Based Food Safety Program

This one-page document helps schools plan their HACCP based food safety program and make sure that their food safety program includes the required components

Actions	Resources	Completion and Implementation Dates
Attend Serving It Safe or Equivalent Training	<ul style="list-style-type: none"> <li>National Food Service Management Institute free online course "Serving It Safe" <a href="http://www.nfsmi.org/Templates/TemplateDefault.aspx?qs=cEIEPTIzNw==">http://www.nfsmi.org/Templates/TemplateDefault.aspx?qs=cEIEPTIzNw==</a></li> <li>Child Nutrition Program courses - call Cheryl Barrows for dates and locations (802) 828-2447</li> </ul>	
Read "Introduction to Hazard Analysis and Critical Control Point"	<ul style="list-style-type: none"> <li>Seven Principles of HACCP:                             <ol style="list-style-type: none"> <li>1. Identify Hazards</li> <li>2. Identify Critical Control Points</li> <li>3. Establish Critical Limits</li> <li>4. Establish Monitoring Procedures</li> <li>5. Establish Corrective Actions</li> <li>6. Establish Verification Procedures</li> <li>7. Establish Record Keeping Procedures</li> </ol> </li> <li>"Introduction to Hazard Analysis and Critical Control Point" <a href="http://www.fns.usda.gov/tn/Resources/servingsafe_chapter6.pdf">http://www.fns.usda.gov/tn/Resources/servingsafe_chapter6.pdf</a></li> </ul>	
Develop, Document in Writing and Implement <b>Standard Operating Procedures</b> (SOPs)	<ul style="list-style-type: none"> <li>Page 9-11 in Handbook For Developing a Food Safety Program <a href="http://www.nfsmi.org/documentlibraryfiles/PDF/20080220092722.pdf">http://www.nfsmi.org/documentlibraryfiles/PDF/20080220092722.pdf</a></li> <li>Sample SOPs in Appendix I <a href="http://sde.state.ok.us/schools/childnut/Resources/HACCPGuidance.pdf">http://sde.state.ok.us/schools/childnut/Resources/HACCPGuidance.pdf</a></li> <li>SOP templates at <a href="http://sop.nfsmi.org/HACCPBasedSOPs.php">http://sop.nfsmi.org/HACCPBasedSOPs.php</a></li> </ul>	
Create <b>Food Preparation Action Plan</b> (Identify and Document All Existing Menu Items with Control Measures and Critical Limits)	<ul style="list-style-type: none"> <li>Page 11-16 &amp; 58-62 in Handbook For Developing a Food Safety Program <a href="http://www.nfsmi.org/documentlibraryfiles/PDF/20080220092722.pdf">http://www.nfsmi.org/documentlibraryfiles/PDF/20080220092722.pdf</a></li> </ul>	
Establish <b>Monitoring Procedures &amp; Corrective Actions</b> for the Food Preparation Action Plan	<ul style="list-style-type: none"> <li>Pages 17, 63 &amp; 67-68 in Handbook For Developing a Food Safety Program <a href="http://www.nfsmi.org/documentlibraryfiles/PDF/20080220092722.pdf">http://www.nfsmi.org/documentlibraryfiles/PDF/20080220092722.pdf</a></li> <li>Pages 18 &amp; 64-65 in Handbook For Developing a Food Safety Program <a href="http://www.nfsmi.org/documentlibraryfiles/PDF/20080220092722.pdf">http://www.nfsmi.org/documentlibraryfiles/PDF/20080220092722.pdf</a></li> </ul>	
Establish Record Keeping Procedures and <b>Maintain Records</b> - Determine what records must be kept, where to keep them, and which staff member(s) will be responsible for maintaining them. - make sure that records are being taken and filed	<ul style="list-style-type: none"> <li>Pages 18-22, and Appendix IV in Handbook For Developing a Food Safety Program <a href="http://www.nfsmi.org/documentlibraryfiles/PDF/20080220092722.pdf">http://www.nfsmi.org/documentlibraryfiles/PDF/20080220092722.pdf</a></li> </ul>	