

How to Develop a Food Safety Plan

Goals & Definitions

- The Goal Of Food Safety Is To Lessen The Chance Of Someone Getting Sick From Eating Contaminated Food
- A Food Safety Plan Is A Written Guide Outlining What You Do To Lessen The Chance Of Someone Getting Sick From Eating Contaminated Food

Three Questions To Ask

- Who Should Do It?
- What Should Be Done?
- How Should It Be Done?

Who Should Do It?

- Food Safety Manager
- Food Safety Committee

What Should Be Done?

- Types of Documents
- Requirements
- HACCP

Types of Documents

- Policies (What You Do)
- Procedures (How You Do It)
- Records (Who Did What When)
- Maps (Where Is It)
- Flow Chart (How It Works)

Requirements

- Worker Health & Hygiene
- Training
- Pest Control
- Sanitation
- Facilities
- Water
- Recall

Worker Health & Hygiene

- Health (Injuries & Illnesses)
- Hygiene (Food, Clothes & Hand Washing)

Injuries & Illnesses

- Report Injuries & Illnesses
- Seek Medical Attention
- Gain Permission to Return

Hygiene

- Food (Eating, Drinking & Smoking in Designated Areas)
- Clothes (Jewelry, Watches, Earrings, Hair Nets, Beard Nets & Smocks)
- Hand Washing (When, Where & How)

Hand Washing (When)

- Before Working
- After Eating, Drinking or Smoking
- After Using The Toilet
- After Sneezing Or Coughing
- After Using Chemicals
- After Throwing Out Garbage

Hand Washing (Where)

- Drinking Water
- Soap
- Single Use Towels
- Hand Washing Sign

Hand Washing (How)

- Wet Hands
- Apply Soap
- Rub Hands Together For Twenty Seconds
- Clean Under Fingernails & Between Fingers
- Rinse
- Dry Hands With Single Use Towel

Training

- What (Food Safety)
 1. Health & Hygiene
 2. Sanitation
- How (Video, Lecture, Demonstration)
 1. Public Health Organizations
 2. Online
- When (As Needed)
 1. Beginning Of Season
 2. New Hires

Pest Control

- Building Map
- Numbered Traps
- Service Records

Sanitation

- Schedules (Who Cleans What When - Daily, Weekly, Monthly, Semiannually, Annually)
- Procedures (How It Is Cleaned)
- Storage (Where Cleaning Materials Are Kept & Who Has Access)

Facilities

- Screens (Windows, Fans & Vents)
- Doors (Closed When Not In Use)
- Drains (Unblocked & No Standing Water)
- Lights (Covered To Prevent Breakage)
- Toilets (Cleaned & Well Supplied)

Water

- Tested
- Municipal Water (annually)
- Well Water (At Least Annually)
- Surface Water (Three Times A Year)

Recall

- Trace One Step Forward
- Trace One Step Back
- Mock Recall
 - Once Every Six Months

HACCP

- Hazard
- Analysis
- Critical
- Control
- Points

Flow Diagram (Grower)

Plant

Harvest

Pack

Store

Ship



Flow Diagram (Packer)

Receive

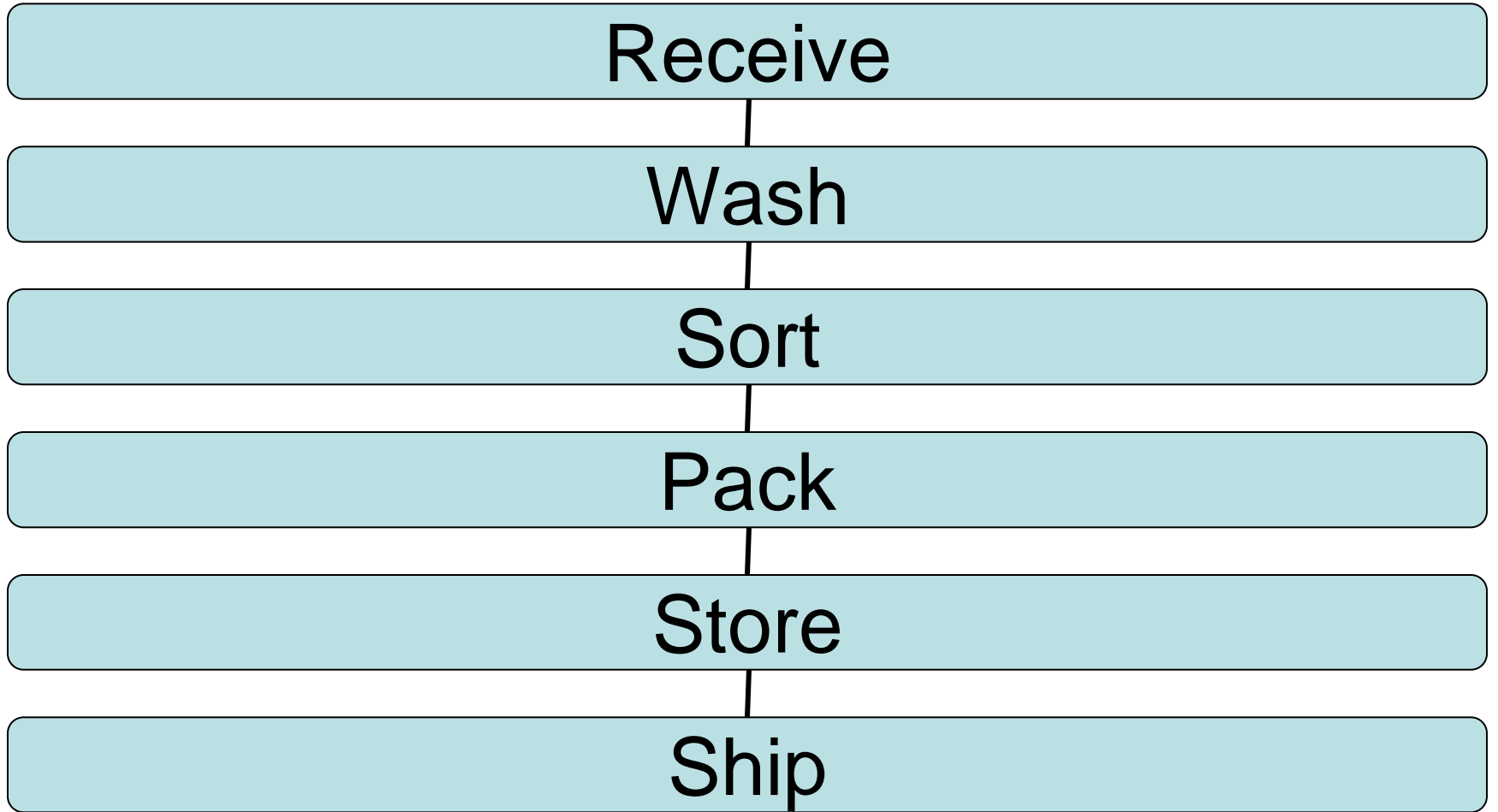
Wash

Sort

Pack

Store

Ship



Seven HACCP Principles

- Hazard Analysis
- Critical Control Points
- Critical Limits
- Monitoring Procedures
- Corrective Actions
- Documents/Records
- Verification

Hazard Analysis

- Conduct A Hazard Analysis
 - Biological (Bacteria, Parasites, Viruses)
 - Chemical (Pesticides, Fertilizers & Sanitizers)
 - Physical (Rocks, Glass, Metals & Wood)

Critical Control Point

- Identified A Critical Control Point
 - Eliminated
 - Reduced
 - Prevented

Critical Limits

- Establish Critical Limits (Standards)
 - Minimum
 - Maximum

Monitoring Procedures

- Establish Monitoring Procedures
 - Observations
 - Measurements

Corrective Actions

- Establish Corrective Actions
 - Short Term (Immediate)
 - Root Cause (Prevention)

Verification

- Verify That It Works
 - Ongoing
 - Reassessment

Records

- Establish Records
 - Plan
 - Operation

So, What Should Be Done?

- Food Safety Manager
- Worker Health & Hygiene (Policies & Procedures)
- Training (Policies, Procedures & Records)
- Pest Control (Map & Service Records)
- Sanitation (Schedules & Procedures)
- Water (Quality Test)
- Flow Chart
- Mock Recall

Food Safety Manual

ABC Farms
123 Main Street
Springfield, IL

- John Smith is Food Safety Manager
- All employees and all visitors are required to follow proper sanitation and hygiene practices.
- All workers are required to wash their hands before returning to work.
- Smoking, gum chewing and eating are not allowed where product is stored or handled.
- Workers and visitors with diarrheal disease or symptoms of other infectious diseases are prohibited from handling fresh produce.
- Workers and visitors are instructed to seek prompt treatment of clean first aid supplies for cuts, abrasions or other injuries
- Workers and visitors are prohibited from bringing personal items into the handling or storage areas.
- Workers and visitors must report any illnesses or accidents to a supervisor or to management.
- Clean drinking water is available to all workers and water quality is tested once a year and records are kept.
- All employees are taught to wash their hands by following this procedure:
 - Wet their hands with warm water. Apply soap and working up a lather.
 - Rub hand together for at least 20 seconds.
 - Clean under the fingernails and between the fingers.
 - Rub the fingertips of each hand in suds on palm of opposite hand.
 - Dry hands with a single use towel.
- All toilets and restrooms are serviced and cleaned on a daily basis and logs are kept.
- All conveyances are inspected at time of arrival.
- Conveyances are required to be clean, in good physical condition and free from obvious objectionable odors, dirt and/or debris at time of loading.
- The facility is clean and maintained in an orderly manner.
- Refrigerated rooms are monitored for temperature and logs are maintained.
- Measures are taken to exclude animals or pests from the facility.
- There is an established pest control program for the facility.
- Service reports for the pest control program are available for review.
- A recall program is in place and a mock recall is done every six months

How Should It Be Done?

- The Hard Way
- The Easy Way

Three Easy Steps

- Choose A Ready Made Plan
- Change The Plan To Suit Your Needs
- Submit The Plan To A Third Party Auditor

Which Plan Should Be Chosen?

- Depends On Type Of Audit
- Depends On Third Party Auditor
- Audits Are Customer Driven
- Single Or Multiple Audits

Choose A Plan

- Specific

<http://www.kimberly.uidaho.edu/potatoes/gap.htm>



...farming operation's standard operating procedures (SOP) of Good Agricultural Practices (GAP) for food and farm safety with the requirements of the USDA GAP Audit Checklist. This manual was designed to simplify the necessary requirements to successfully pass the USDA GAP Audit.

GAP manual layout

This manual includes the following sections: Introduction and references, Audit checklist information, Overall Farm Standard Operating Procedures (SOP), SOP Appendix, Maps, Documentation, Employee signed policy forms (in English and Spanish), Current USDA Audit Checklist and Miscellaneous. The SOP Appendix contains procedures that require documentation provided in greater detail compared to the Overall SOP. The four USDA Audit sections (scopes) included in the UI handbook are: General Questions, Farm Review, Field Harvest and Field Packing Activities, and Storage and Transportation. Not every operation will require all these scopes and some operations may require others not listed in this handbook. The farm/company (client) will determine which scopes of the checklist they would like covered. Not all questions on each audit will be applicable to every farm and therefore some questions may be answered "not applicable". A passing score is 80% of the points for applicable questions.

How to use this manual

This material was developed to coordinate your farming operation's standard operating procedures (SOP) of Good Agricultural Practices (GAP) for food and farm safety with the requirements of the USDA GAP Audit Checklist. It is designed to provide a detailed template for a potato farm's SOP that is directly referenced to the USDA Audit Checklist and the required documentation. Each bullet point of the SOP is referenced to the Audit Checklist requirement (eg. G-3, 1-1, 2-1, 4-1) and a document number (eg. R#2), if documentation is required. Examples of preformatted documentation for all mandatory requirements are included. These documents can be downloaded and adjusted to fit an individual operation.

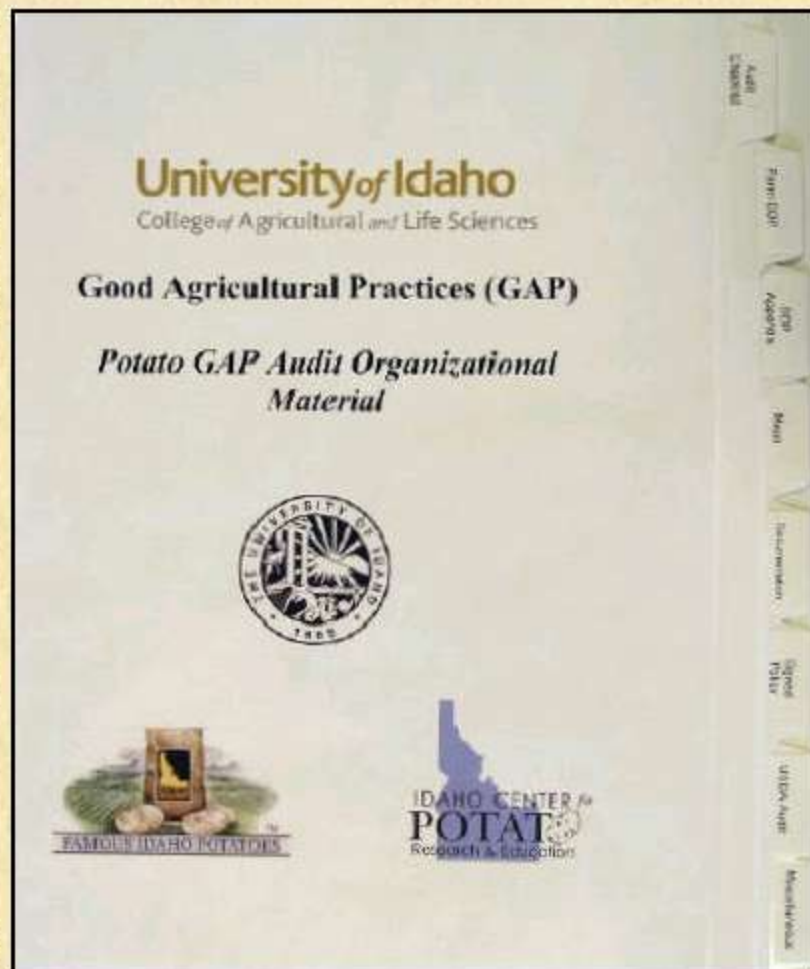
For example, in the SOP:

Potable water is available to all workers.

G3, R#2

G3 indicates that this question is found in the General Information section of the Audit and is question 3. R#2 indicates that the appropriate documentation is found in the Document section of the UI handbook and is the 2nd document. This document also has the reference to G3 on it to make it easier to find what question it pertains to.

- include the manual.
- Perform worker trainings.
- Farm Review Audit occurs.
- Continue documentation during growing season.
- Schedule Field Harvest Audit and/or Storage Audit.



Please note that the SOP template included in this manual needs to be tailored to your specific farming operation since some points may not be applicable. In this manual there are sections that include pre-formatted documents, areas to insert maps, and the current USDA Audit Checklist.

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Please check for current versions of the USDA Audit Checklist frequently at [Current USDA Audit Checklist](#). The most current version is Nov. 9, 2009

Supplies necessary to compile manual: 3-ring binder, 8 dividers with index tabs, 3-hole punch, printer

The current manual is updated to correspond with the new USDA audit release 11/9/2009.

Step by step procedure to compile manual

Includes new
USDA audit
dates for
9/2009.
Current manual
dated 8/4/2010

GAP Manual (Microsoft Word version) (save files to customize and/or to complete)	GAP Manual (pdf version) (Unable to customize; print only)
<ol style="list-style-type: none">1. Introduction and list of reference materials2. Audit checklist information3. Overall farm SOP4. SOP Appendix5. Maps6. Documentation7. Employee signed policy form (in Spanish and English)8. Current USDA Audit Checklist9. Miscellaneous10. Tabs for index dividers	<ol style="list-style-type: none">1. Introduction and list of reference materials2. Audit checklist information3. Overall farm SOP4. SOP Appendix5. Maps6. Documentation7. Employee signed policy form (in Spanish and English)8. Current USDA Audit Checklist9. Miscellaneous10. Entire manual in pdf

How to compile the manual

1. Read Introduction and Farm SOP and determine which sections are pertinent to your farming operation.
2. Download GAP Manual in Microsoft Word document format or print pdf version. Note :pdf versions cannot be modified.
3. Make any necessary changes applicable to **your** operations in the Word documents and save to your computer.
4. Print all modified and/or pre-formatted documents.
5. Assemble manual as follows:
 - a. Print out pre-formatted tabs; insert or tape to dividers.
 - b. Put dividers into 3-ring binder.
 - c. Insert **Introduction and List of Reference** materials in binder.
 - d. Insert **Audit Checklist** Information and place behind divider labeled "Audit Checklist".
 - e. Insert **Overall Farm SOP** and place behind divider labeled "Farm SOP".
 - f. Insert **SOP Appendix** and place behind divider labeled "SOP Appendix".
 - g. Place all required maps (farm, storage, etc.) behind divider labeled "Maps". Pre-formatted storage maps can be printed from the Map section.
 - h. Insert all necessary pre-formatted documents and place behind "Documentation" tab.
 - i. Insert copies of English and/or Spanish translated policy forms after obtaining signatures from employees and place behind "Signed Policy" tab.
 - j. Insert most current **USDA Audit Checklist** and place behind "USDA Audit" tab. Make sure you have the most current version.
 - k. Place any miscellaneous documentation or information behind the "Misc" tab.

Once completed your manual should look like the following:

STANDARD OPERATING PROCEDURE FOR GOOD AGRICULTURAL PRACTICES

Audit # reference (P, G, 1, 2, 4)

Record # reference (R#)

_____ has designated
_____ P1, P2
(Farm name)

(Employee name)

to implement and oversee a food safety program that incorporates GAP and/or GHP for this farm.

Traceability

- A traceability program has been established and successfully tested with a G1,G2 "mock recall". Records of the traceability program can be found in the R#1 Records and Documentation section. If applicable description of co-mingling

is needed it can be found in the Audit Checklist Information section.

Worker Health and Hygiene

- Potable water is available to all workers. G3,
Documentation is attached. R#2
- All employees have been trained and are G4,G5,
required to follow proper sanitation and G7
hygiene practices. Employee name, date of R#3
training, and training method are R#4
documented. An employee signed policy
form is attached. Follow-up training will be
provided if necessary.
- Readily understandable signs are posted in G7,G8
appropriate areas to instruct employees and
visitors to wash their hands before beginning
or returning to work (including all breaks,
lunch and restroom use), or when their hands
have been contaminated. G4, G6,

University of Idaho
College of Agricultural and Life Sciences

Good Agricultural Practices (GAP)

Potato GAP Audit Organizational Material



Audit
Checklist

Farm SOP

SOP
Appendix

Maps

Documentation

Signed
Policy

USDA Audit

Miscellaneous









































Choose A Plan (Continued)

- General

<http://sop.nfsmi.org/HACCPBasedSOPs.php>





















HACCP-Based Standard Operating Procedures (SOPs)

- Cleaning and Sanitizing Food Contact Surfaces  | 
- Controlling Time and Temperature During Preparation  | 
- Cooking Potentially Hazardous Foods  | 
- Cooling Potentially Hazardous Foods  | 
- Date Marking Ready-to-Eat, Potentially Hazardous Foods  | 
- Handling a Food Recall  | 
- Holding Hot and Cold Potentially Hazardous Foods  | 
- Personal Hygiene  | 
- Preventing Contamination at Food Bars  | 
- Preventing Cross-Contamination During Storage and Preparation  | 
- Receiving Deliveries  | 
- Reheating Potentially Hazardous Foods  | 
- Serving Food  | 
- Storing and Using Poisonous or Toxic Chemicals  | 
- Transporting Food to Remote Sites (Satellite Kitchens)  | 
- Using and Calibrating Thermometers  | 
- Using Suitable Utensils When Handling Ready-to-Eat Foods  | 
- Using Time Alone as a Public Health Control to Limit Bacteria Growth in Potentially Hazardous Foods  | 
- Washing Fruits and Vegetables  | 
- Washing Hands  | 

















HACCP-Based Standard Operating Procedures Record Keeping

- Cooking and Reheating Temperature Log  | 
- Cooling Temperature Log  | 





HACCP-Based Standard Operating Procedures Record Keeping

- Cooking and Reheating Temperature Log  | 
- Cooling Temperature Log  | 
- Damaged or Discarded Product Log  | 
- Food Contact Surfaces Cleaning and Sanitizing Log  | 
- Production Log  | 
- Receiving Log  | 
- Refrigeration Log  | 
- Thermometer Calibration Log  | 
- Food Safety Checklist  | 

Developing a HACCP-Based Food Safety Program Worksheets

- Components of a Comprehensive Food Safety Program  | 
- Summary Table of Record Keeping for HACCP-Based SOP  | 
- Summary Table for Monitoring and Verifying HACCP-Based SOP Record  | 
- Summary of Corrective Actions for HACCP-Based SOPs  | 
- Employee Food Safety Training Record  | 
- No-Cook Process  | 
- Same Day Service Process  | 
- Complex Food Process  | 

Additional Information

- Reference List  | 
- Resource List  | 

Washing Hands (Sample SOP)

PURPOSE: To prevent foodborne illness by contaminated hands.

SCOPE: This procedure applies to anyone who handle, prepare, and serve food.

KEY WORDS: Handwashing, Cross-Contamination

INSTRUCTIONS:

1. Train foodservice employees on using the procedures in this SOP.
2. Follow State or local health department requirements.
3. Post handwashing signs or posters in a language understood by all foodservice staff near all handwashing sinks, in food preparation areas, and restrooms.
4. Use designated handwashing sinks for handwashing only. Do not use food preparation, utility, and dishwashing sinks for handwashing.

5. Provide warm running water, soap, and a means to dry hands. Provide a waste container at each handwashing sink or near the door in restrooms.
6. Keep handwashing sinks accessible anytime employees are present.
7. Wash hands:
 - Before starting work
 - During food preparation
 - When moving from one food preparation area to another
 - Before putting on or changing gloves
 - After using the toilet
 - After sneezing, coughing, or using a handkerchief or tissue
 - After touching hair, face, or body
 - After smoking, eating, drinking, or chewing gum or tobacco
 - After handling raw meats, poultry, or fish
 - After any clean up activity such as sweeping, mopping, or wiping counters
 - After touching dirty dishes, equipment, or utensils
 - After handling trash
 - After handling money
 - After any time the hands may become contaminated

Washing Hands, continued

(Sample SOP)

INSTRUCTIONS, continued:

8. Follow proper handwashing procedures as indicated below:
 - Wet hands and forearms with warm, running water at least 100 °F and apply soap.
 - Scrub lathered hands and forearms, under fingernails, and between fingers for at least 10-15 seconds. Rinse thoroughly under warm running water for 5-10 seconds.
 - Dry hands and forearms thoroughly with single-use paper towels.
 - Dry hands for at least 30 seconds if using a warm air hand dryer.
 - Turn off water using paper towels.
 - Use paper towel to open door when exiting the restroom.
9. Follow FDA recommendations when using hand sanitizers. These recommendations are as follows:

- Use hand sanitizers only after hands have been properly washed and dried.
- Use only hand sanitizers that comply with the *2001 FDA Food Code*. Confirm with the manufacturers that the hand sanitizers used meet these requirements.
- Use hand sanitizers in the manner specified by the manufacturer.

MONITORING:

1. A designated employee will visually observe the handwashing practices of the foodservice staff during all hours of operation.
2. The designated employee will visually observe that handwashing sinks are properly supplied during all hours of operation.

CORRECTIVE ACTION:

1. Retrain any foodservice employee found not following the procedures in this SOP.
2. Ask employees that are observed not washing their hands at the appropriate times or using the proper procedure to wash their hands immediately.
3. Retrain employee to ensure proper handwashing procedure.

Change The Plan To Suit Your Needs

- Read The Plan
- Make Necessary Changes
- Tryout The Plan
- Make More Necessary Changes

Submit The Plan To Third Party Auditor

- Give Company Information
- Schedule An Audit

Resources

- www.ams.usda.gov
- www.fda.gov
- www.gaps.cornell.edu

Contact Information

- Chicago, IL Phone # 1-800-213-7812
 - John Atsaves Auditor
 - Philip Allard Auditor
 - Nancy Maurer Auditor

Questions

- ??????????????