



## **2017 HACCP Plan Review Requirements**

Based on Minnesota Rule 4626, as adopted by Hennepin County Ordinances No. 3, a HACCP plan is required if the following operations are performed:

- When a variance has been issued to the required cooking temperatures of raw animal foods
- Curing or using additives to preserve food
- Operating molluscan shellfish tanks
- Removing the tags from shellstock
- Reduced oxygen packaging

### **Contents of HACCP PLAN**

1. A categorization of the types of potentially hazardous foods that are covered by the plan
2. A flow diagram by specific food or category type identifying critical control points and providing information on the following:
  - a. Ingredients, materials, and equipment used in the preparation of a food; and
  - b. Formulations or recipes that delineate methods and procedural control measures that address the food safety concerns involved;
3. A statement of standard operating procedures for the plan under consideration including clearly identifying:
  - a. Each critical control point;
  - b. The critical limits for each critical control point;
  - c. The method and frequency for monitoring and controlling each critical control point by the food employee designated by the person in charge;
  - d. The method and frequency for the person in charge to routinely verify that the food employee is following standard operating procedures and monitoring critical control points;
  - e. Action to be taken by the person in charge if the critical limits for each critical control point are not met; and
  - f. records to be maintained by the person in charge to demonstrate that the HACCP plan is properly operated and managed; and
  - g. Additional scientific data or other information if requested.

### **HACCP PLAN APPROVAL REQUIRED**

Hennepin County Ordinance 3 requires that the HACCP plan be submitted to and approved by Hennepin County Environmental Health. This approval indicates only that the plan complies with the provisions of Hennepin County Ordinance 3 and Minnesota Rule 4626. It does not guarantee that all hazards are controlled or guarantee a safe food product.

### **HACCP Plan Audits**

Hennepin County Environmental Health will conduct on-site HACCP audits on an annual basis. Additional audits may be required if the plan provisions are not being correctly followed.

**HACCP PLAN REVIEW FEES**  
**Initial Plan Review Fee: \$328.00**  
**Annual HACCP Audit Fee: \$163.00**

**APPLICATION FOR HACCP PLAN REVIEW**

Return to: Hennepin County Public Health Department  
Epidemiology and Environmental Health  
1011 First Street South, Suite 215  
Hopkins, MN 55343-9413

TELEPHONE: (612) 543-5200    FAX: (952) 351-5222

<b>ITEMS SUBMITTED:</b> ___ PLAN    ___ \$ ___ FEE    ___ APPLICATION
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Name of Establishment: \_\_\_\_\_  
(Corporate and Outlet Name Where Appropriate)

Location of Establishment: \_\_\_\_\_  
\_\_\_\_\_

Name of Owner: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Name of Responsible Agent if Other Than Owner: \_\_\_\_\_

Check Most Appropriate: \_\_\_\_\_

Operators \_\_\_    Consultant \_\_\_    Certified Food Manager \_\_\_

Other (Specify) \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Basic Procedure Information: New \_\_\_ Revised \_\_\_

Type of Service: Provide a description of the foods covered by the plan:

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Ingredient Information: List all ingredients in the food product(s)

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Do you regard this information or the attached HACCP plan as Trade Secrets?

Yes \_\_\_\_\_ No \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_