



**Hazard Analysis Critical Control Point (HACCP) Plan Submittal
 Checklist for Specialized Processes Subject to Local Regulation**

A **Hazard Analysis Critical Control Point (HACCP)** plan is a written document that defines the formal procedures for following HACCP principles to identify and prevent hazards that could cause foodborne illnesses. Food facilities that plan on conducting specialized food processes are required to complete a HACCP plan and submit it for review and approval. Depending on the type of specialized food process used, HACCP plans must be submitted to either the California Department of Public Health (CDPH) or to the local agency. The San Francisco Department of Public Health, Environmental Health Branch (SFDPH-EHB) is the local agency charged with reviewing these HACCP plans.

This checklist is intended to be a guide for facilities conducting specialized food processes that require a HACCP plan which must be sent to SFDPH-EHB for review and approval.

- **Food Additives** or adding components such as vinegar as a method of food preservation rather than as a method of flavor enhancement, or to render a food so that it is not potentially hazardous
- **Operating a Molluscan Shellfish Tank** used to store and display shellfish offered for human consumption
- **Sprouting** of seeds and beans in food facility.

Facilities must operate in accordance with their approved HACCP plan. Failure to follow the approved plan may result in enforcement action.

Section 114419.1 of the California Retail Food Code states that a HACCP plan must include the following items:

Flow Diagram	For the specific food for which the plan is requested. Plan must include identified critical control points ; ingredients, materials and equipment used; and recipes that identify methods and procedural control measures.
Training Plan	Addressing food safety issues of concern for supervisors and food employees
Critical Control Points (CCP)	CCP are any biological, chemical or physical hazards that can contaminate Potentially Hazardous Foods (PHF) during the process. Identify how to control for the hazards (critical control points) starting with the point where the PHF enters the facility to the point of sale (e.g. receiving, storage, preparation, display and dispensing).
CCP Limits	Measurable limits for each control point (e.g. PHF held cold must be stored at 41°F or below).
Standard Operating Procedures	To include: <ul style="list-style-type: none"> • Each Critical Control Point (CCP) and their limits • Method and frequency used to monitor and control each CCP • Monitoring used to ensure food employees are following procedures; • Corrective action to be taken if CCP are not met.
Additional Data	Data or other supporting information required by CDPH to demonstrate that food safety is not compromised by the proposed specialized procedure.
Record Keeping	To document that HACCP plan is being implemented. Records may include records of CCP such as logs for receiving, storing and discarding food, and calibrations and corrective action; training records, etc.

To obtain HACCP submittal instructions, submission of the HACCP plan, or for further clarification of SFDPH requirements contact Senior Environmental Health Inspector Christina Lee, at christina.j.lee@sfdph.org. Once a HACCP plan is approved by SFDPH, any changes or modifications will require the HACCP plan to be resubmitted for approval.