

HACCP Plan Review Submittal Form

Hazard analysis critical control point (HACCP) is a preventive approach to food safety. It identifies food safety hazards in the food production process and designs measurements to reduce those hazards to a safe level. HACCP includes having a written plan that addresses identified critical control points (CCPs) where illness or injury is reasonably likely to occur in the absence of the hazard's control.

Submit completed form and provide all documents relating to your establishment's HACCP plan to City of Minnetonka Environmental Health Division by fax (952-939-8244), U.S. mail (see above), or by email EnvironmentalHealthMailList@eminnetonka.com. If you have further questions, please contact us at: 952-939-8200.

Establishment information

Establishment name:	Date:
Establishment address:	
City, state, ZIP code:	License number:
Corporate name:	
Mailing address (if different):	
City, state, ZIP code:	
Primary contact for HACCP plan:	Phone:
Primary contact email address:	

HACCP team

Name	Job title or description

Reason for this HACCP plan submittal

Please check one of the following:

- New HACCP plan submittal
- Modification of existing HACCP plan

Activity or food category

Please check one of the following:

- Cooking raw animal foods under Minnesota Rules, part [4626.0340](#), item C (2).
- Operating and maintaining molluscan shellfish tanks under Minnesota Rules, part [4626.0610](#), item B.
- Removing tags or labels from shellstock under Minnesota Rules, part [4626.0220](#), item B (2).
- Reduced oxygen packaging (ROP) under Minnesota Rules, part [4626.0415](#) or [4626.0420](#). ROP methods include vacuum packaging, cook-chill, sous vide, modified atmosphere packaging (MAP), and controlled atmosphere packaging (CAP).
- Smoking or curing food, except for smoking done for the purpose of imparting flavor only and not as a part of the cooking process under Minnesota Rules, part [4626.0415](#).
- Using food additives or adding components, including vinegar, to preserve food rather than to enhance flavor, or to render the food so that it is not potentially hazardous under Minnesota Rules, part [4626.0415](#) (e.g., acidifying rice for sushi).

Product details

Provide product names, ingredient lists, formulations and recipes. You must provide additional scientific documentation required by the regulatory agency, addressing the food safety concerns involved for this HACCP activity.

Please type or paste here.

Intended use and consumer

Please check one or more of the following to indicate how the product will be used.

- Ready-to-eat; served in the food establishment to consumers.
- Ready-to-eat; distributed to satellite location; served at satellite location to consumers.
- Ready-to-eat; packaged and sold in the food establishment for home use.
- Raw; served in the food establishment to consumers.
- Raw; distributed to satellite location; served at satellite location to consumers.
- Raw; packaged and sold in the food establishment for home use.

Other:

Shelf life

For each storage method included in your HACCP plan, indicate maximum time products will be stored.

Please type or paste here.

Layout of production area

Provide a hand drawing, blueprint or other diagram of production area. Include all areas involved with your HACCP activity. Important details may include: sink types and locations; equipment locations; and receiving, storage, preparation and processing areas.

Please draw or paste here.

Equipment and materials

List all equipment and materials used for this HACCP activity. Include manufacturer names and model numbers. Attach specification sheets, if available.

Please type or paste here.

Food flow diagram

Provide a written flow diagram for foods covered in this HACCP plan. You must identify process steps from receiving through service. You must identify the critical control points (CCPs) on the flow diagram.

Please draw, type or paste here.



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Hazard analysis

You may use the chart below to conduct and document your hazard analysis. Your HACCP plan must include CCPs for each identified hazard.



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Establishment name:	Category and food products:
Establishment address:	Intended use and consumer:
	Date:

Step from food flow diagram.	Identify potential biological (B), chemical(C), and physical (P) hazards introduced, controlled, or enhanced at this step.	Are any potential food safety hazards significant? (Yes/No)	Justification for decision.	What preventive measure(s) can be applied for the significant hazards?	Is this step a CCP? (Yes/No)

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HACCP plan form

Complete the chart below. Identify each CCP and describe: the critical limit; method and frequency for monitoring and controlling the CCP; method and frequency for person in charge (PIC) to verify that food employees are following standard operating procedures (SOPs) and monitoring CCPs; corrective action when critical limits are not met; and how records are maintained.

Establishment name:	Category and food products:
Establishment address:	Intended use and consumer:
	Date:

Critical control point (CCP)	Significant hazard(s)	Critical limits for each hazard	Monitoring				Corrective action(s)	Records	Verification
			What	How	Frequency	Who			

Establishment name:				Category and food products:					
Establishment address:				Intended use and consumer:					
				Date:					
Critical control point (CCP)	Significant hazard(s)	Critical limits for each hazard	Monitoring				Corrective action(s)	Records	Verification
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Standard operating procedures (SOPs)

Include SOPs that describe how you conduct procedures specific to this HACCP activity. SOPs necessary for your HACCP activity may include: maintenance of specialized equipment (e.g., pH meter calibration; cleaning and sanitization of clean-in-place (CIP) equipment) and employee training (e.g., monitoring, corrective action and record-keeping procedures; proper formulation of food additives).

Please type or paste here.

Prerequisite programs

Describe facility-wide considerations implemented in all phases of the food operation that allow you to have active managerial control over personal hygiene and cross-contamination. Include sanitation standard operating procedures (SSOPs) that address the following: how employees comply with part [4626.0225](#) relating to contamination from hands; minimizing cross contamination; cleaning and sanitization procedures; restriction or exclusion of ill employees. Include a description of your training programs that ensure food safety in your operation.

Please type or paste here.

Record-keeping

Attach all blank record-keeping forms your employees will use for the processes covered in this HACCP plan. You must have procedures to monitor all SOPs (e.g., daily thermometer accuracy log; pH meter calibration log). You must have procedures to monitor all CCPs (e.g., cooking, cooling, storage and corrective action log; product pH testing and corrective action log). Include verification for each record.