Plan Review Form for Food Facility Change of Ownership

Please read carefully and submit all required information to avoid delays in the plan review process. If in doubt about the materials needed in your situation, please call the Food Protection Program at 410-313-1772 and state that you have a question about Plan Review for Change of Ownership.

Allow for up to 10-15 days from the receipt of this completed form with all accompanying materials to hear from the Food Program regarding your application. Submittals are retained by this department as part of the permanent record.

- New Owner  Date of Ownership _______
- Remodel
- Altered menu, HACCP, or equipment
- No Changes to layout, equipment, or menu (submit signed statement with this packet)
- Other__________

**If the proposed food service operation is for a mobile unit, please complete & submit Mobile Food Facility Plan Review Packet**

Proposed Facility Name: __________________________________________________________

Former Facility Name (if applicable): ______________________________________________

Facility Address: ________________________________________________________________

Facility Phone:________________________________________________________________

Applicant/Contact Name: _________________________________________________________

Mailing Address: ________________________________________________________________

Daytime Phone:_________________________  Fax: _________________________________

Email:________________________________________________________________________

Property Owner Name:_________________________  Phone:___________________________

Number of seats:_________________________
Code of Maryland Regulations (COMAR) 10.15.03, requires that properly prepared plans be submitted and approved before a person ......remodels or alters a food establishment.

The documents required for review will depend on the nature and extent of the changes you plan for the food service facility. If in doubt, please call the Food Protection Program at 410-313-1772 to make sure you provide the necessary materials.

If you plan NO changes to menu, equipment, layout or physical structure of your purchased food service facility, submit:

- Application for a Food Facility License* (if the food service facility remains in operation during the change of ownership). This application will be provided to you once you have contacted the Health Department as the new owner of the facility. Application for a food license will remain pending while your facility undergoes plan review. Fee will be determined based upon the priority of your facility. Fee Schedule
  * If there is a break in operation of the food service facility, application for the license should take place upon completion of the plan review.
- Plan Review Form for Change of Ownership [this document], signed
- Obtain a Certified Manager’s Card Issued by Howard County Health Department (for High and Moderate facilities only). The following items are required to obtain the card:
  - Application must be presented by the applicant in person with identification and 2” by 2” photograph
  - Original copy of Certified Manager’s Certificate (acceptable certificate must be one of the listed ANSI certified training certificates: Serv Safe, National Registry of Food Safety Professionals, 360 Training, or Prometric Inc State Food Safety Manager Certification).
  - $17 fee paid by Check/Money Order payable to Director of Finance (cash in exact amount is acceptable)
- Menu(s)– all food items listed on the menu (including seasonal items)
  - Menu change? ☐ Yes ☐ No
- Updated HACCP plan (for Moderate and High priority facilities; HACCP Guidelines) with:
  - Written HACCP training agreement
  - Standard Operating Procedures (for Moderate and High priority facilities) which include the employee illness policy SOP Guidelines
- Statement of Change of Ownership with No Menu, Equipment, or Layout Changes

If you plan renovations or new construction:

1) contact the Department of Inspections, Licenses and Permits (DILP) at 3430 Courthouse Drive, Ellicott City, MD 21043. Phone: 410-313-2455 to ensure you have appropriate building, electrical, and plumbing permits.

Additional documents from the list below will be required for review by the Health Department but are typically provided to the Health Department by DILP after you apply for your permits. Please call the Food Protection Program at 410-313-1772 to
make sure we receive the needed documents for your circumstances. Incomplete plans will delay the plan review process.

2) submit:
- Application for a Food Facility License* (if the food service facility remains in operation during the change of ownership). This application will be provided to you once you have contacted the Health Department as the new owner of the facility. Application for a food license will remain pending while your facility undergoes plan review. Fee will be determined based upon the priority of your facility.
  
  **Fee Schedule**
  
  * If there is a break in operation of the food service facility, application for the license should take place upon completion of the plan review.

- Plan Review Form for Change of Ownership [this document], signed

- Obtain a Certified Manager’s Card Issued by Howard County Health Department (for High and Moderate facilities only). The following items are required to obtain the card:
  - **Application** must be presented by the applicant in person with identification and 2" by 2" photograph
  - Original copy of Certified Manager’s Certificate (acceptable certificate must be one of the listed ANSI certified training certificates: Serv Safe, National Registry of Food Safety Professionals, 360 Training, or Prometric Inc State Food Safety Manager Certification).
  - $17 fee paid by Check/Money Order payable to Director of Finance (cash in exact amount is acceptable)

- Menu(s)– all food items listed on the menu (including seasonal items)
  - Menu change? □ Yes □ No

- Updated HACCP plan (for Moderate and High priority facilities, [HACCP Guidelines](#)) with:
  - Written HACCP training agreement
  - Standard Operating Procedures (for Moderate and High priority facilities) which include the employee illness policy [SOP Guidelines](#)

- Scaled floor plan showing location of numbered equipment (architectural drawings preferred; accurate and legible hand drawn drawings may be acceptable in the absence of architectural drawings) [Example of an Architectural Drawing of Floor Plan with Equipment List; Example of a Hand Drawn Floor Plan with Equipment List](#)

- List of equipment numbered to match plan, indicating existing and new equipment
  - Manufacturer specification sheets for each piece of new equipment – indicate model of the equipment
  - Manufacturer (and model # if available) for existing equipment must be noted on the equipment list
  - A minimum 50 gal hot water heater is required for all facilities

- Ensure exhaust hood filters and any duct work are clean and maintained (if applicable)

I have submitted plans/applications to (or obtained permits from) the necessary or appropriate authorities including zoning, building, plumbing, and fire marshal.
- Yes □ No
COMAR 10.15.03 Regulations Governing Food Service Facilities

COMAR Regulations governing “Food Service Facilities” are available on the web at:
http://www.dsd.state.md.us/COMAR/SubtitleSearch.aspx?search=10.15.03.*

Statement: I hereby certify that the information provided in my submission is correct and I fully understand that any deviation from the stated plans without prior permission from Howard County Health Department may nullify final approval.

Signature(s) of Owner(s) or responsible representative(s):

_________________________________________ Date ______________

_________________________________________ Date ______________

_________________________________________ Date ______________

Approval of these plans and specifications by the Regulatory Authority does not indicate compliance with any other code, law or regulation that may be required -- federal, state or local. It further does not constitute endorsement or acceptance of the completed establishment (structure or equipment). A pre-opening inspection of the establishment with equipment in place and operational will be necessary to determine if it complies with COMAR 10.15.03 Regulations Governing “Food Service Facilities”.

Do not begin construction or purchase any equipment until final approval is granted. Failure to comply may result in disapproval & removal of purchased equipment or materials.

Changes made after submitting the original plans will delay the plan review process. Changes made after an approval is granted may void the approval.

Upon approval of the final plans and a satisfactory final preopening inspection, you may apply for a food service facility permit.
Statement Regarding
Change of Ownership of a Food Service Facility
with
No Equipment, Menu, or Layout Changes

Date: __________

Proposed Facility Name: __________________________________________________________

 Former Facility Name (if applicable): _____________________________________________

Applicant/Contact Name: _______________________________________________________

I, ___________________________ (Print Name), have taken ownership of the above referenced
food service facility. I HAVE NOT changed, added or removed any food equipment, or changed the
layout or menu. I WILL NOT change, add, or remove any food equipment; change the layout or menu; or
make any renovations without submitting plans and obtaining approval from the Howard County Health
Department Bureau of Environmental Health Food Protection Program prior to any changes.

I understand that if changes are found to have been made in the equipment, layout, or menu during
review or inspection, the process of review and approval may be delayed. I understand that I can call
the Food Protection Program at 410-313-1772 to discuss and clarify my situation prior to submitting this
form.

________________________________________
Signature of Owner, Manager, or Responsible Party

Return Form to:

Howard County Department of Health
Bureau of Environmental Health at the address above

[11/2019]
FOOD SERVICE MANAGER CARD APPLICATION

Applicant must apply in person with original certificate and valid identification.

<table>
<thead>
<tr>
<th>Name of Applicant</th>
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<tr>
<th>Applicant’s Current Address</th>
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<tr>
<td>City</td>
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<table>
<thead>
<tr>
<th>Home Telephone Number</th>
<th>Work Telephone Number</th>
<th>E-Mail Address</th>
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CERTIFICATION (CHECK APPLICABLE BLOCK)

(     ) Coursework/Examination (attach course completion certificate issued within the past 3 years).

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<tr>
<th>Organization:</th>
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<th>Location:</th>
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<tr>
<th>Instructor:</th>
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RE-CERTIFICATION (CHECK APPLICABLE BLOCK)

(     ) Coursework/Examination (attach course completion certificate issued within the past 3 years).

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<tr>
<th>Instructor:</th>
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2" by 2" Photograph Attached

<table>
<thead>
<tr>
<th>Current Workplace</th>
<th>Address</th>
<th>Date of Employment</th>
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The information on this application is accurate, true and complete to the best of my knowledge and belief and I understand that my certification card must be available at the facility at all times when I am on duty.

_________________________________________
Applicant Signature

____________________________________
Date

FOR OFFICE USE ONLY

Make Check/Money Order payable to: DIRECTOR OF FINANCE   DATE RECEIVED:
HOWARD COUNTY HEALTH DEPARTMENT   FEE DUE: $17.00
BUREAU OF ENVIRONMENTAL HEALTH- FOOD PROGRAM   RECEIPT NO:
8930 Stanford Boulevard, Columbia, MD 21045   CARD NO:
(410) 313-1772   ISSUE DATE:

(11/19)
Guidelines for Submitting a Hazard Analysis Critical Control Point (HACCP) Plan

Health-General Article, §21-321, Annotated Code of Maryland, and the Code of Maryland Regulations (COMAR) 10.15.03 Food Service Facilities require that plans and specifications be submitted to the Department when a person proposes to construct, remodel or alter a food establishment, or convert or remodel an existing building for use as a food establishment. Plans and specifications for the building and equipment, and information regarding the foods to be prepared, processed, or manufactured are required. This information will be used to classify the facility as high, moderate, or low priority. Definitions of priority assessment levels are found in COMAR 10.15.03.33C.

A HACCP plan is required for all high or moderate priority facilities and must be updated and approved by the approving authority every 5 years (from the date of last HACCP plan approval), as well as, before a new process is implemented COMAR 10.15.03.34A. *Facilities selling only hand dipped ice cream or commercially packaged potentially hazardous foods directly to consumer and non-potentially hazardous food that is cut, assembled or packaged on the premise such as candy, popcorn and baked goods do not require a HACCP plan.* The following information is intended to assist you in providing the necessary information for both priority assessment and HACCP plan development.

**Contents**

A. Priority Assessment Information (COMAR 10.15.03.33C)
B. General Food Handling Information and Procedures
C. HACCP Plan Required Contents (COMAR 10.15.03.33D, E and F)
D. HACCP Plan Formatting Instructions
E. Obtaining Maryland Retail “Food Service Facility” Regulations
F. Model HACCP Formats and Sample Written Employee Training

Adapted from Maryland Department of Health 2016 by Howard County Health Department 12/2019
A. **Priority Assessment Information**

1. *Menu or foods* – Provide a copy of the menu or a written description of the foods to be prepared and served.

2. *Food service system* – Specify the food preparation and service systems you will use, i.e. cook-serve, cook-chill-reheat-hot hold-serve, cold hold-serve.

3. *Population served* – Specify whether you will serve food in a health care facility, as defined in COMAR 10.15.03.02B(38).

B. **Food Handling Information and Procedures** (only required for facilities classified as “high” or “moderate” priority per COMAR 10.15.03.33C):

Facility to comment on each of the following:

1. Describe how you will ensure all foods are obtained from approved sources per COMAR 10.15.03.02B(3).

2. Specify how you will ensure cross contamination from raw to cooked and/or ready to eat food will be prevented per COMAR 10.15.03.09F.

3. Describe process for ensuring frozen potentially hazardous foods will be thawed in an approved manner per COMAR 10.15.03.09D.

4. Indicate how potentially hazardous foods will be cooled (i.e. ice bath, shallow pans, rapid chill, etc.) in accordance with COMAR 10.15.03.11B.

5. List foods or categories of foods that will be prepared 24 hours or more in advance per COMAR 10.15.03.33C(3)(b)(i).

6. List foods that will be received pre-packaged commercially processed that will be reheated for hot holding;

7. Specify whether any prepared foods will be distributed off premises COMAR 10.15.03.06D

8. Specify whether any refrigerated foods are received which require storage temperatures below 41°F as per COMAR 10.15.03.06B(9) and (10).

9. Indicate whether any special processing of foods will be conducted on site (i.e. Reduced Oxygen Package/ROP, Sous Vide, Smoking, Curing, Fermenting, Dehydration, Sushi, etc.).

10. Include specific information for any processes or procedures which incorporate:

   - “Time-only” control (see COMAR 10.15.03.08)
   - “Pooling” of eggs (see COMAR 10.15.03.09C)
   - Serving raw or undercooked animal foods (see COMAR 10.15.03.10 C, D & F).
C. **HACCP Plan Required Contents** COMAR 10.15.03.33E

The plan must include:

1. Identification of Critical Control Points (CCP): CCPs generally include cooking, cooling, reheating, cold holding (*when not followed by a kill step*), and hot-holding, but other steps may be included, if needed for a specific food. Note that cold food preparation, like chopping, mixing and slicing, *are not* CCP steps. Hazards are controlled during those processes by following Good Retail Practices (GRPs); sometimes referred to as Standard Operating Practices (SOPs);

2. Critical limits for each CCP;

3. Monitoring procedures for each CCP;

4. The corrective action(s) that will be taken if there is a loss of control at a CCP due to such factors as employee error, equipment malfunction, power failure, or any other factor that causes loss of control at a CCP;

5. Verification procedures, by a person in charge, will ensure proper monitoring of each CCP such as calibration of cooking and holding equipment and thermometers, and maintenance and review of records such as temperature logs. Using logs for record keeping is strongly encouraged but not required, as long as the facility can demonstrate that temperatures are routinely monitored, as described in the HACCP plan, and that specified corrective actions are taken when critical limits are not met;

6. A list of equipment used to support the proposed food service systems and maintain control at each CCP; and

7. Written procedures for employee training on HACCP procedures (see attached example in section “F”).
D. **HACCP Plan Formatting Instructions**

The HACCP plan for your facility should be developed in a format which is easy for your employees to use (charts, diagrams, examples provided or another acceptable format that incorporates all the requirements). Once approved, this document must be readily available in the food preparation area of each facility. Examples of acceptable methods include:

1. Listing each CCP separately, with the menu item(s) that utilize the CCP, the critical limit(s), monitoring procedure(s), corrective action, verification method(s) for that CCP, and the equipment used to control the CCP (see attached example #1);

2. Using a HACCP flow diagram and chart method for selected menu items or groups of menu items (see attached example #2);

3. Incorporating each CCP and the monitoring, corrective action(s), and equipment used directly into the recipe or preparation instructions (see attached example #3); or

4. Using the “Process Approach” as advocated by the US Food and Drug Administration. (See attached example #4).

**NOTE:** *For certain specialized processes, a process review completed by a process authority may be required*

E. **Obtaining Current Maryland Retail “Food Service Facility” Regulations**

(Current COMAR 10.15.03):

- Visit the following link to access Maryland Division of State Documents
  
  [http://www.dsd.state.md.us/COMAR/SubtitleSearch.aspx?search=10.15.03](http://www.dsd.state.md.us/COMAR/SubtitleSearch.aspx?search=10.15.03)

F. **Model HACCP Plan Formats (Examples #1-4) and Sample Written Employee Training Procedure** (see following pages):
Model HACCP Plan - Example #1
(shown for “Cooking” step)
Facility: ABC Restaurant  Preparer: Don Smith  Date: 00/00/00

<table>
<thead>
<tr>
<th>CCP: COOKING (use one sheet per CCP)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Critical Limits:</strong> Foods are cooked to temperatures below for the specified time:</td>
</tr>
<tr>
<td>Shell eggs cooked for immediate service, fish, meat, and all other potentially hazardous food not specified below cooked to <strong>145°F for 15 seconds</strong>;</td>
</tr>
<tr>
<td>Shell eggs cooked other than for immediate service, ground fish and meats, commercially raised game animals, and injected meats cooked to <strong>155°F for 15 seconds</strong>;</td>
</tr>
<tr>
<td>Whole roasts (for rare roast beef) cooked to <strong>130°F and held for at least 112 minutes</strong>;</td>
</tr>
<tr>
<td>Poultry; stuffed meat, stuffed pasta or poultry; or stuffing containing fish meat, or poultry cooked to <strong>165°F for 15 seconds</strong>;</td>
</tr>
<tr>
<td>Raw animal foods cooked to <strong>165°F and held for 2 minutes</strong>, when using microwave oven for cooking;</td>
</tr>
<tr>
<td>Fruits, vegetables for hot holding cooked to at least <strong>135°F</strong>; and</td>
</tr>
<tr>
<td>Undercooked seared beefsteak cooked to <strong>145°F for 15 seconds</strong>, must have a “cooked” <strong>color change on surface</strong>, and regulatory approval of process used.</td>
</tr>
<tr>
<td><strong>Monitoring:</strong> Internal product temperature of food is taken at completion of cooking time using a thermocouple with a metal probe.</td>
</tr>
<tr>
<td><strong>Corrective Actions:</strong> If food has not reached required temperature for the specified time, continue cooking. Recheck temperature after additional cooking to make sure standard is reached.</td>
</tr>
<tr>
<td><strong>Verification:</strong> Stipulate who (manager/cook/supervisor) will review cooking temperature logs. (Note: An alternate method would be for the supervisor to visually observe that temperatures are taken at the proper times and, if not satisfactory, food is not removed the cooking equipment until the required time and temperature standards are met.)</td>
</tr>
<tr>
<td><strong>Equipment:</strong> Oven, Range, metal stem probe/thermocouple</td>
</tr>
<tr>
<td><strong>Menu items using this CCP:</strong></td>
</tr>
<tr>
<td>Fried chicken (<strong>cook</strong>, hot hold, cool, prepare for salad, cold hold, serve)</td>
</tr>
<tr>
<td>Macaroni and Cheese (<strong>cook</strong>, hot hold, cool, reheat, hot hold, serve or discard)</td>
</tr>
<tr>
<td>Mashed Potatoes (<strong>cook</strong>, hot hold, cool, reheat, hot hold, serve or discard)</td>
</tr>
</tbody>
</table>
**Model HACCP Plan - Example #1 (Listing CCPs Separately)**

*shown for “Cooling” step*

**Facility:** ABC Restaurant  
**Preparer:** Don Smith  
**Date:** 00/00/00

**CCP:** COOLING  
*use one sheet per CCP*

<table>
<thead>
<tr>
<th><strong>Critical Limits:</strong></th>
<th></th>
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</thead>
<tbody>
<tr>
<td><strong>Ready-to-eat potentially hazardous foods for cold service</strong> are cooled to an internal temperature of 41°F within 4 hours.</td>
<td></td>
</tr>
<tr>
<td><strong>Cooked foods</strong> are cooled from 135°F to 70°F within 2 hours and from 70°F to 41°F within an additional 4 hours.</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Monitoring:</strong></th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Internal temperatures of <strong>ready-to-eat potentially hazardous food for cold service</strong> are taken every 1.5 hours with a metal stem thermometer.</td>
<td></td>
</tr>
<tr>
<td>Internal product temperature of <strong>cooked foods</strong> are taken at 1.5 and 6 hours with a metal stem thermometer.</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Corrective Actions:</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>If <strong>ready-to-eat potentially hazardous food</strong> is &gt;41°F for more than 4 hours or if time out of temperature is unverifiable, <strong>discard</strong>.</td>
<td></td>
</tr>
<tr>
<td>If <strong>cooked</strong> food is not ≤ 70°F at 1.5 hours, food will be iced, stirred, and/or broken into smaller containers. Recheck temperature in another .5 hours, If food not ≤ 70°F, <strong>discard</strong>.</td>
<td></td>
</tr>
<tr>
<td><strong>Cooked food</strong> that cooled properly in the first two hours but has not reached 41°F within 6 hours <strong>will be discarded</strong>.</td>
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</table>

<table>
<thead>
<tr>
<th><strong>Verification:</strong></th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Supervisor will review cooling logs. <em>(Note: An alternate method would be for the supervisor to visually observe that temperatures are taken at the proper times and, if not taken or not satisfactory, the corrective actions listed above are taken.)</em></td>
<td></td>
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</table>

<table>
<thead>
<tr>
<th><strong>Equipment:</strong></th>
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<tbody>
<tr>
<td>Blast chiller, Walk-in cooler, metal stem probe/thermocouple</td>
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<table>
<thead>
<tr>
<th><strong>Menu items using this CCP:</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Fried chicken (cook, hot hold, cool, prepare for salad, cold hold, serve)</td>
<td></td>
</tr>
<tr>
<td>Macaroni and Cheese (cook, hot hold, cool, reheat, hot hold, serve or discard)</td>
<td></td>
</tr>
<tr>
<td>Mashed Potatoes (cook, hot hold, cool, reheat, hot hold, serve or discard)</td>
<td></td>
</tr>
</tbody>
</table>
Rice (cook, hot hold, cool, reheat, hot hold, serve or discard)

**HACCP Plan (Example #1 Form)**  
*(shown for “Reheat” step)*

**Facility:** ABC Restaurant  
**Preparer:** Don Smith  
**Date:** 00/00/00

**CCP:** **REHEAT** *(use one sheet per CCP)*

**Critical Limits:**
*Commercially processed*, hermetically sealed or intact packaged foods from a food processing plant that is inspected by a food regulatory authority will first be reheated within 2 hours to a minimum internal temperature of **135°F for 15 seconds**, prior to hot holding.

**Food that is cooked, cooled, and refrigerated** will be reheated within 2 hours to a minimum internal temperature of **165°F for 15 seconds** prior to hot holding.

**Monitoring:**
Internal product temperature of food is taken every 30 minutes using a thermocouple with a metal probe.

**Corrective Actions:**
If food has not reached required time and temperature within 2 hours, **discard**.

**Verification:**
Stipulate who (manager/cook/supervisor) will review cooking temperature logs. *(Note: An alternate method would be for the supervisor to visually observe that temperatures are taken and if critical limit not satisfactorily met, appropriate corrective action is taken.)*

**Equipment:**
Stove top, convection oven, metal stem probe/thermocouple

**Menu items using this CCP:**
*Rotisserie Chicken, *smoked turkey wings, *hot dogs, *canned green beans, *canned corn *(reheat, hot hold, serve or discard)*

Fried Chicken, macaroni and cheese, mashed potatoes, rice (cook, hot hold, cool, **reheat**, hot hold, serve or discard)
| CCP: ______________________________ |
| **CCP and Critical Limits:** |
| **Monitoring:** |
| **Corrective Actions:** |
| **Verification:** |
| **Equipment:** |
| **Menu items using this CCP:** |
### Model HACCP Plan - Example #2 (Chart Method)

**Facility:** ABC Restaurant  **Preparer:** Don Smith  **Date:** 00/00/00

**Food Item(s):** Chicken Noodle Soup

**Flow diagram or descriptive narrative of the food preparation steps:**
Cook chicken (CCP 1) -> Prepare soup -> Cook (CCP 1) -> Hot Hold (CCP 2) -> Cool (CCP 3) -> Reheat (CCP 4) -> Hot Hold (CCP 2) -> Discard

<table>
<thead>
<tr>
<th>Critical Control Points (CCP)</th>
<th>Monitoring Procedures</th>
<th>Corrective Action</th>
</tr>
</thead>
</table>
| **CCP 1**  
Cook chicken to a minimum internal temperature of 165°F for 15 seconds.  
Heat soup to a minimum of 165°F for 15 seconds.  
Check internal temperature  
Continue to cook until food reaches 165°F for 15 seconds. |
| **CCP 2**  
Hot Hold soup at a minimum of 135°F.  
Check internal temperature of the soup every 2 hours.  
Rapidly reheat soup to 165°F for 15 seconds if verifiably out of temperature for less than 4 hours. Discard if greater than 4 hours or time out of temperature unverifiable. |
| **CCP 3**  
Cool soup from 135°F to 70°F within 2 hours, and from 70°F to 41°F within an additional 4 hours.  
Check internal temperature of soup at 1.5 and six hours. |
| **CCP 4**  
Reheat cooled soup, as needed, to 165°F for 15 seconds within 2 hours.  
(Hot hold for service using CCP 2 above. Any soup remaining on steam table at end of day will be discarded.)  
Check internal temperature. |

**Verification:** Supervisor will monitor temperature logs, and/or observe temperature monitoring and calibration practices.

**Equipment utilized at each Critical Control Point listed in above chart:**
- **CCP 1:** Oven, Range, metal stem probe/thermocouple
- **CCP 2:** Soup wells on steam table, metal stem probe/thermocouple
- **CCP 3:** Walk-in refrigerator, freezer, metal stem probe/thermocouple
- **CCP 4:** Oven, Range, metal stem probe/thermocouple
HACCP Plan (Example #2 Form)

Facility:   Preparer:   Date:

Food Item:

Flow diagram or descriptive narrative of the food preparation steps:

<table>
<thead>
<tr>
<th>Critical Control Points (CCP)</th>
<th>Monitoring Procedures</th>
<th>Corrective Action</th>
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</thead>
<tbody>
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Verification:

Equipment utilized at each Critical Control Point listed in above chart:
CCP 1:
CCP 2:
CCP 3:
# Model HACCP Plan - Example #3 (Recipe Method)

## Facility: ABC Restaurant  Preparer: Don Smith  Date: 00/00/00

### Menu Item: Hamburger Pie

<table>
<thead>
<tr>
<th>Ingredients</th>
<th>Procedures</th>
<th>CCP?</th>
<th>Monitoring Procedure</th>
<th>Corrective Action</th>
<th>Verification Procedures</th>
</tr>
</thead>
<tbody>
<tr>
<td>10 lbs ground beef</td>
<td>Thaw meat in walk-in cooler</td>
<td>No</td>
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<tr>
<td>1 lb each onions, celery, green pepper. 2 pounds American cheese</td>
<td>Wash and dice. Use immediately or store in cooler. Shred cheese and store in cooler until needed.</td>
<td>No</td>
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<tr>
<td>¾ gallon tomato soup, 2 tsp. Worcestershire sauce, 2 T salt, 1 T pepper</td>
<td><strong>Braise</strong> beef, onions and peppers on stove until the mixture reaches 155° F. Add remaining ingredients and return pot to 155° F.</td>
<td>Yes</td>
<td>Monitor internal temperature with stem thermometer periodically during cooking process.</td>
<td>Continue cooking.</td>
<td>Manager checks thermometer calibration log and observes temperature monitoring by employees.</td>
</tr>
<tr>
<td>1 bag Mashed Potato Flakes</td>
<td>Prepare potatoes according to directions on bag. Spread into pans. Top with beef mixture and cheese.</td>
<td>No</td>
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<tr>
<td></td>
<td><strong>Bake</strong> pie in convection oven at 325° F for approximately 1 hour, until internal temperature reaches 155° F for 15 seconds.</td>
<td>Yes</td>
<td>Monitor internal temperature with stem thermometer periodically during cooking process.</td>
<td>Continue cooking.</td>
<td>Manager checks thermometer calibration log and observes temperature monitoring by employees.</td>
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<td></td>
<td>Place on steam table for <strong>hot holding</strong> at 135° F.</td>
<td>Yes</td>
<td>Check product internal temperature hourly.</td>
<td>Discard if product found below 135° F for more than 4 hours. If below 135° F for less than 4 hours, rapidly reheat using procedure below.</td>
<td>Manager checks thermometer calibration log and observes temperature monitoring by employees.</td>
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<tr>
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<td><strong>Cool</strong> by placing un-served product in shallow pans with product thickness of no more than 2”. Cool in blast chiller from 135° F to 70° F within 2 hours, and from 70° F to 41° F within an additional 4 hrs.</td>
<td>Yes</td>
<td>Check product internal temperature every 1.5 hours.</td>
<td>Use ice bath, stir and place food in smaller portions- if food has not cooled to 70° F within 1.5 hours. Recheck temperature in another 0.5 hours. If food is not. ≤ 70°F <strong>Discard</strong>. Food that cooled properly in the first two hours but has not reached 41° F within 6 hours will be discarded.</td>
<td>Manager observes procedure and reviews temperature logs.</td>
</tr>
<tr>
<td></td>
<td><strong>Reheat</strong> product in convection oven to 165° F for 15 seconds, within 2 hours.</td>
<td>Yes</td>
<td>Check product internal temperature</td>
<td>Continue cooking or discard if desired temperature not reached within 2 hours.</td>
<td>Manager checks thermometer calibration log and observes temperature monitoring by employees.</td>
</tr>
</tbody>
</table>
## HACCP Plan (Example #3 Form)

<table>
<thead>
<tr>
<th>Facility:</th>
<th>Preparer:</th>
<th>Date:</th>
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</table>

### Menu Item:

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Most food items produced in a retail food service establishment can be categorized into one of three preparation processes based on the number of times the food passes through the temperature danger zone between 41°F and 135°F:

- **Process 1: Food Preparation with No Cook Step**, sample flow: Receive → Store → Prepare → Hold → Serve (other food flows are included in this process, but there is no cook step to destroy pathogens)

- **Process 2: Preparation for Same Day Service**, sample flow: Receive → Store → Prepare → Cook → Hold → Serve (other food flows are included in this process, but there is only one trip through the temperature danger zone)

- **Process 3: Complex Food Preparation**, sample flow: Receive → Store → Prepare → Cook → Cool → Reheat → Hot Hold → Serve (other food flows are included in this process, but there are always two or more complete trips through the temperature danger zone)

A summary of the three food preparation processes in terms of number of times through the temperature danger zone can be depicted in a Danger Zone diagram. Although foods produced using process 1 may enter the danger zone, they do not pass all the way through it. Foods that go through the danger zone only once are classified as Same Day Service, while foods that go through more than once are classified as Complex food preparation.
Model HACCP Plan - Example #4 (Sample Charts)

Facility:  ABC Restaurant  Preparer:  Don Smith  Date:  00/00/00

Process #1, Food Preparation with no Cook Step

Menu Items: Tuna and Chicken Salads, Cold Meat Sandwiches, Cut Melons

<table>
<thead>
<tr>
<th>CCP Procedures and equipment</th>
<th>Monitoring</th>
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</thead>
<tbody>
<tr>
<td><strong>Cool</strong> in walk-in refrigerator at 41°F or below within 4 hours, keep in cold storage at 41°F or below until service</td>
<td>Check internal product temperature with a metal stem probe at 2 and 4 hours.</td>
<td>Use ice bath if food has not cooled to 41°F within 2 hours. <strong>Discard</strong> product that does not reach 41°F within 4 hours.</td>
<td>Manager review of temperature monitoring practices and calibration logs</td>
</tr>
<tr>
<td><strong>Cold hold</strong> at 41°F or below in sandwich prep unit until service.</td>
<td>Check internal product temperature every 2 hours with a metal stem probe.</td>
<td><strong>Discard</strong> product that is found out of temperature for more than 4 hours, (or if time out of temperature cannot be determined).</td>
<td>Manager review of temperature monitoring practices and calibration logs</td>
</tr>
</tbody>
</table>

Process #2, Food Preparation for Same Day Service (Refrigerated storage per Process #1)

Menu Items: Baked Chicken, Ground Beef, Whole muscle steak, Fish Filets, Cooked Vegetables

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<tr>
<td><strong>Cook</strong> (oven, stovetop, grill, or fryer) to: Chicken 165°F for 15 seconds Ground Beef 155°F for 15 seconds Whole muscle meat, fish 145°F for 15 seconds Vegetables 135°F</td>
<td>Cooks take random internal final cook temperatures with metal stem probe.</td>
<td>Continue cooking until final required cook temperature is achieved.</td>
<td>Manager review of production logs</td>
</tr>
<tr>
<td><strong>Hot hold</strong> on steam table at 135°F or higher. (Any food left on the steam table at the end of the day will be discarded).</td>
<td>Check product internal temperature every 2 hours with metal stem probe.</td>
<td>Rapidly reheat food to 165°F, if food is out of temperature &lt;4hours. <strong>Discard</strong> food if out of temperature &gt;4 hours.</td>
<td>Manager review of temperature monitoring practices or logs</td>
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</table>

Process #3, Complex Food Preparation (Cold store per Process #1, cook and hot hold per Process #2)

Menu Items: Soups, Lasagna, Meatballs

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<tr>
<td>Place un-served product in shallow pans with product thickness of no more than 2&quot; <strong>Cool</strong> in walk-in refrigerator from 135°F to 70°F within 2 hours, and from 70°F to 41°F within an additional 4 hours.</td>
<td>Check internal temperature of food at 1.5 and 6 hours with metal stem probe.</td>
<td>If product has not reached 70°F in the first 1.5 hours, separate into smaller containers and place in freezer. Recheck temperature in .5 hours. If temp is above 70°F <strong>discard</strong>. If cooled properly in first 2 hours but food has not reached 41°F within 4 additional hours, <strong>discard</strong>.</td>
<td>Manager review of temperature monitoring practices or logs.</td>
</tr>
<tr>
<td><strong>Reheat</strong> food in convection oven or *microwave to 165°F for 15 seconds, within 2 hours. (Hot hold for service using Process 2 above. Any soup remaining on steam table at end of day will be discarded.)</td>
<td>Check internal food temperature with metal stem probe.</td>
<td>Continue to reheat within 2 hours until 165°F for 15 seconds, is reached. If desired time and temperature not reached within 2 hours <strong>discard</strong>. (*using microwave reheat to desired temp. stir, cover, and let stand for 2 minutes)</td>
<td>Manager review of production logs</td>
</tr>
</tbody>
</table>
HACCP Plan (Example #4 Forms)

**Facility:**

**Preparer:**

**Date:**

*Process #1, Food Preparation with no Cook Step*

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*Process #2, Food Preparation for Same Day Service*

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*Process #3, Complex Food Preparation*

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Written Procedures for Employee HACCP Training

Provide a description of how you will train your employees on your HACCP Plan. Below is a SAMPLE that you can adapt to your situation.

All employees will be trained to use the approved HACCP plan prior to beginning employment and periodically after that. Training will include identification of the processes that are critical control points, how these processes will be monitored, and what corrective actions must be taken when critical controls are violated. The approved HACCP plan will be available in the food preparation area at all times.

Food temperature logs* will be used to monitor product temperatures during the preparation process. These completed logs will be maintained in the food preparation area, and held for review by management, as part of the HACCP monitoring system.

Training in basic sanitation will include:
- hand washing and glove use
- methods for cleaning and sanitizing:
  - utensils
  - equipment
  - food preparation surfaces.
- weekly calibration of a metal stem thermometer
- temperature monitoring

*Note- Use of logs for record keeping is strongly encouraged but not required, as long as the facility can demonstrate that temperatures are routinely monitored, as described in the HACCP plan, and that the specified corrective actions are taken when critical limits are not met.

12/2019
Standard Operating Procedure Guideline

A restaurant operator should provide a “Standard Operating Procedure” (SOP) along with a hazard analysis critical control point (HACCP) plan. The standard operating procedure must incorporate information outlined below in accordance with the Code of Maryland COMAR10.15.03. Employees must be trained on the SOP procedure and the HACCP Plan procedure. The following categories and information should be included in the SOP for your food service facility. Please adapt it to reflect the operations at your food service facility.

A. Provide general food handling information and procedures for:
   - Verifying and only purchasing food products only from approved source (licensed vendors).
   - All shell egg invoices must be kept on file for a minimum of 90 calendar days.
   - If you serve shellfish, ensure that shellfish tags are maintained on the premises for 90 calendar days to readily identify the source of the shellfish by:
     - Recording the date on the tag or label when the last shellfish from the container is sold or served
     - Using an approved record keeping system that keeps the tags or labels in chronological order
     - Preserves the source identification if tags or labels are removed from the container
   - Procedure for receiving delivered food product:
     - Monitor food temperature and food condition upon delivery
     - When to reject food upon delivery
     - Immediately refrigerate, freeze or store food product in the approved area
     - Storage of food products inside refrigerator and dry storage, follow first in first out (FIFO)
   - Procedure for thawing food include:
     - Thaw food in the refrigerator at 41°F or below
     - Use the lowest shelf in the refrigerator for thawing raw meat to prevent cross-contamination.
     - Separate raw meat products from cooked and ready-to-eat products
     - Thaw food for immediate service under potable running water at 70°F or lower (this product must be prepared within 4 hours of thawing)
     - Thaw the product in the microwave if the product will be cooked immediately
     - Do not refreeze thawed foods, unless they are first cooked or processed
     - NEVER thaw food at room temperature
   - Food preparation procedure for fruits and vegetables:
     - All Fruits and vegetables must be washed before preparation
     - Cut leafy greens must be kept refrigerated at 41°F or below
     - Cut leafy greens include: All types of lettuce (iceberg, romaine, butter, leaf, and baby leaf), spring mix, spinach, cabbage, kale, arugula, chard, escarole and endive. All commercially processed cut leafy greens, such as bagged salad mixes and spinach, and to leafy greens that have been cut in the food service facility.
   - Cooking temperature for food products. All foods will be cooked to at least the required minimum internal temperature as specified in HACCP Plan.
   - Cooling procedure. Food must be cooled from 135°F to 70°F in 2-hours and from 70°F to 41°F in an additional 4-hours. Cooling of potentially hazardous food is accomplished using one or a combination of the following methods:
     - Refrigerate food in shallow pans not over 3 inches deep
     - Reduce food mass by separating foods into smaller or thinner portions
     - Use rapid cooling equipment

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Maura J. Rossman, M.D., Health Officer

- Use ice water baths combined with frequent stirring
- Use containers that facilitate heat transfer
- Add ice made from potable water as an ingredient
- Refrigerate food loosely covered or allow the food to remain uncovered until cooled if the food is protected from overhead contamination

Procedure for reheating food product:
- Reheat hot held foods to 165°F only if hot food temperature falls below 135°F for less than 4-hours. Discard and do NOT reheat food if it falls below 135°F for 4-hours or for an undetermined amount of time
- Reheat commercially precooked foods to a minimum of 135°F for hot holding
- Reheat food that has been cooked and cooled to a minimum of 165°F for at least 15 second within 2-hours

B. Storage of clean and sanitized food equipment, portable equipment and utensils:
- A minimum of 18 inches above the floor when not fully protected by an enclosure with doors.
- In a clean and dry location.
- In a space that affords protection from splash, dust, and other contamination.

C. Wiping cloths with sanitizer:
- The minimum level of sanitizer:
  - 50 parts per million (ppm) chlorine with a minimum water temperature of 75°F and a minimum contact time of 7 seconds
  - The concentration indicated on the manufacturer's label with a minimum contact time of 30 seconds for quaternary ammonium compound (QAC)
  - A test kit or other device that accurately measures concentration of the sanitizer in parts per million is provided and used to check that the minimum level of sanitizer is accurate
  - Identify sanitizer used and train employees to test sanitizer solution for correct level

D. Daily set-up of sanitizing buckets (including when to change water):
- Used only for wiping food spills.
- Free of food debris when used dry for wiping food spills on tableware.
- Cloths are rinsed and stored in sanitizing solution specified when used wet for wiping spills from the surfaces of equipment.

E. Cleaning and sanitization of food contact surfaces and equipment:
- As often as needed to prevent food contamination.
- After each use.
- Between an interruption in food preparation greater than 4 hours.
- Except for food contact surfaces of equipment or utensils within holding units that are maintained at proper temperatures, after a continuous use of 4 hours.

F. Procedures for washing hands: Employees must wash hands and exposed arm areas thoroughly with soap and warm water (hand sinks must be checked for supplies before daily operation and periodically throughout the day):
- Before starting work.
- Before handling exposed foods.
- Before handling food-contact surfaces.
• After handling trash, cleaning restrooms etc.
• As often as required to remove soil and contamination.
• After using toilet facilities.
• Before and between glove use.
• Hands must be washed:
  o With a cleaning compound (soap)
  o Vigorously rubbing together the surfaces of lathered hands and arms for at least 20 seconds
  o Cleaning under the fingernails
  o Thoroughly rinsing the hands and arms with clean warm water
• An employee shall keep hands clean while engaged in handling food and food-contact surfaces or equipment.

G. Requirements for an employee who handles exposed food and food-contact surfaces:
• Keeps fingernails clean and neatly trimmed.
• Unless wearing gloves that are in good repair, does not wear fingernail polish or artificial fingernails.
• Except for a plain, smooth ring such as a wedding band, does not wear jewelry.
• Wears outer garments that are clean.
• Uses a hairnet, cap, or other effective hair restraint to keep hair from contacting food and food-contact surfaces.
• Maintains personal cleanliness.
• Does not eat or use tobacco in any form while working.

H. Glove use by employee:
• Washes hand before putting on gloves and when changing gloves.
• Uses gloves only for one task.
• Does not use the same gloves while working with ready-to-eat food and raw food.
• When to discard used gloves:
  o The gloves are damaged or soiled
  o An interruption occurs in the operation of handling food
  o After 2 hours of continuous use

I. When in a food preparation or utensil washing area, an employee:
• Drinks only from a covered beverage container.
• Handles the container in a way that prevents contamination of the employee's hands, exposed food, clean equipment, utensils, linens and unwrapped single service and single use articles.

J. Employee HACCP training: All Employees must receive training on proper food handling procedure, sanitation and temperature monitoring procedures in accordance with HACCP Plan. Provide a written statement indicating that employees will be trained according to the SOP procedure and the HACCP Plan procedure.
K. Employee Personnel Health Policy: The employee personnel health policy states the procedure for excluding sick employees from the food service operations at your facility. All employees must report any symptoms of illness. The following information set forth in COMAR 10.06.01.06E must be included in the employee illness or wellness policy:

“A food handler does not serve or handle food intended for public consumption if the food handler has any of the following diseases:

- Diarrhea caused by Entamoeba histolytica
- Cholera
- Disease causing diarrhea, unless physician-certified as noninfectious
- E. coli O157:H7
- Hepatitis A
- Diarrhea caused by Salmonella
- Shigellosis Streptococcal infection caused by group A beta-hemolytic Streptococcus
- Typhoid fever
- Is a carrier of Salmonella Typhi”

- An employee experiencing persistent sneezing, coughing, or a runny nose that causes discharge from the eyes, nose or mouth does not work with:
  - Exposed food
  - Clean equipment, utensils, and linens
  - Unwrapped single service or single use articles