Understanding Your HACCP Plan: Commercial Kitchen

NCDPI Office of School Nutrition

Summer 2025

Elementary
Hassle Book

Middle School
Hassle Book

Why do we have one?

USDA requirement for NSLP/SBP

Food safety is one of our top three priority areas

History of HACCP for School Nutrition programs

Required by USDA Reauthorization 2004

Templates developed jointly with NCSU

Updated to the 2017 FDA Food Code and NC specific requirements

State Regulations for Food Establishments

- **NC Food Establishment Rules (15A NCAC 18A .2600)** - grading points assessed, employee requirements (PIC), requirements for mobile units, limited food establishments

  https://ehs.dph.ncdhhs.gov/docs/rules/Sanitation-of-FoodEstablishments-15ANCAC18A-2600.pdf

- **NC Food Code** - purpose is to safeguard public health and provide safe food to consumers

  https://ehs.dph.ncdhhs.gov/faf/docs/foodprot/NC-FoodCodeManual-2021-FINAL.pdf
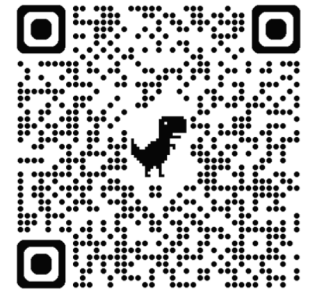
What is HACCP?

A systematic approach to analyze and control foodborne hazards

Focuses on each step of food preparation process from receiving to service

Designed to *PREVENT* food illness rather than *REACT* to it.

Person In Charge (PIC)

- Comes from the Food Code
- "the individual present at a food establishment who is responsible for the operation at the time of inspection"
- Holds Certified Food Protection Manager certification
- SN Administrators, SN Managers, and SN Assistant Managers

NCDPI HACCP Plan Templates

Commercial Kitchen

Transported/Catered Meals

Homestyle Kitchen

Central Warehouse

NC DPI HACCP Website

North Carolina Department of PUBLIC INSTRUCTION

Educators ∨   Students & Families ∨   Districts & Schools ∨   Data & Reports ∨   News ∨   About DPI ∨   🔍

HACCP/Food Safety

Hazard Analysis Critical Control Points (HACCP)

What is HACCP?

USDA requires that all schools have in place a food safety plan based on process **H**azard **A**nalysis **C**ritical **C**ontrol **P**oint (HACCP) principles. Schools that do not meet this mandate are in jeopardy of losing their federal funds.

In North Carolina, we have identified four types of school foodservice operations – commercial kitchens, home-style kitchens, transported/catered meals, and central warehouse. Each type of operation has a specific HACCP Plan that addresses unique features associated with the type of operation.

Information & Resources by Subject

Awards and Grants

CACFP Pre-K Meal Pattern

Civil Rights

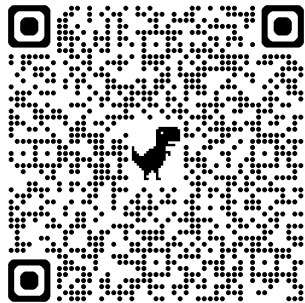Community Eligibility Provision (CEP)

Competitive Foods/Smart Snacks

Continuing Education

Daily Meal Production Records

https://www.dpi.nc.gov/districts-schools/district-operations/school-nutrition/information-resources-subject/haccpfood-safety

Sections in Each HACCP Plan Template

Part 1: Reference Information

Part 2a: Annual Revision

Part 2b: Annual Completion

Part 3: Monitoring and Record Keeping

Part 4: Continuing Education and Professional Development

Part 5: Menus and Recipes (except Warehouse – Inventory)
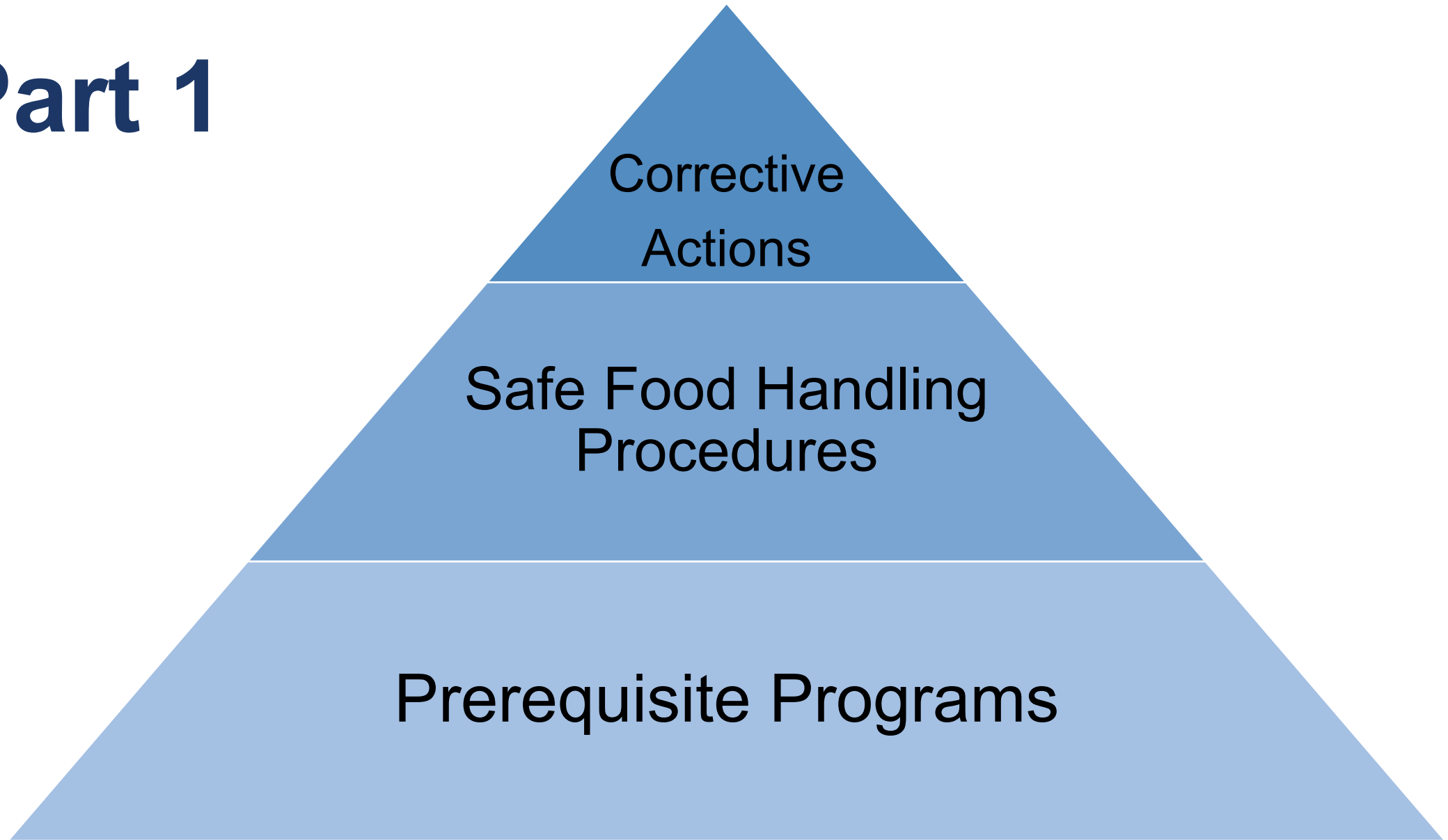
PART 1: Reference

If you aren't sure, look here first!

Part 1 – HACCP Resources

Contains reference and resource materials:

- Prerequisite Program Standards
- Safe Food Handling Procedures
- Corrective Action Requirements
- Allergen Facts
- Environmental Health Position Statements

Part 1

Corrective Actions

Safe Food Handling Procedures

Prerequisite Programs

Part 1: Prerequisite Programs

- Facilities and equipment standards
- Employee continuing education
- Employee health and hygiene
- Pest management
- Cleaning and sanitizing
- Hazard communications
- Employee Health Policy information
- Equipment maintenance recommendations
- Sample cleaning schedule and procedures
- Advantages and disadvantages of different types of sanitizers

Part 1: Safe Food Handling Procedures

- Purchasing and receiving
- Storage (dry, refrigerated, frozen)
- Preparation (thawing, meat/fish/poultry, salads w/ TCS ingredients, egg/egg products, batter/breaded products, fruits/vegetables, ice, and miscellaneous)
- Cooking
- Holding and serving
- Cooling
- Leftovers/advanced preparation
- Sharing tables
- Transporting

Also includes reference material on a variety of topics related to safe food handling.

Part 1: Safe Food Handling Procedures – Tips and Handouts

- Overview of TCS foods and how to know if a food is TCS
- Transportation vehicles and when to accept/reject a delivery
- Temperature storage guidelines for different foods
- Food shelf life and best buy/use by dates

- Cooking and reheating temperatures
- Safe methods for cooling foods
- TPHC procedures
- Bodily fluid cleanup procedures
- Food safety on field trips
- Measuring food temperatures and calibrating thermometers

Part 1: Corrective Actions

What to do if a standard is not met

Based on critical control points and critical limits in Safe Food Handling Procedures

Part 1: Supplemental Material

- Allergens guidance

- NCDHHS Environmental Health Section - Position Statements
  - Facilities-related guidance
  - Packaged food
  - Donated foods and sharing tables
  - Shared use kitchens
  - Cooking schools
  - Raw eggs
  - Permit guidance

Part 1: Helpful Topics

What	Where
Employee health decision tree	Prerequisite Programs (pg. 14-15)
Equipment maintenance and sample cleaning schedule	Prerequisite Programs (pg. 16-34)
TCS foods information	Safe Food Handling Procedures (pg. 65-67)
TPHC information	Safe Food Handling Procedures (pg. 68-70)
Safe Methods for Cooling Foods	Safe Food Handling Procedures (pg. 73-74)

Part 1: Helpful Topics (continued)

What	Where
Bodily fluid (e.g. norovirus) clean up procedures	Safe Food Handling Procedures (pg. 76-78)
Sharing Tables information	Safe Food Handling Procedures (pg. 79-83)
Power outage and food recall information	Safe Food Handling Procedures (pg. 84-89)
Unanticipated school closures information	Safe Food Handling Procedures (pg. 92-97)
Handling allergens	Safe Food Handling Procedures (pg. 105-111)

PART 2a: Annual Revision

Review and update as needed for the upcoming school year

Part 2a – HACCP Plan Assessment:

Annual Revision

Information that must be reviewed and revised annually:

- Food Safety Team
- School kitchen description and facility
- Personnel and food safety certifications
- Master cleaning schedule
- Equipment fixed assets and maintenance schedule
- Purchasing (non-domestics, vendors, etc.)
- Hazard communications

Part 2a: Annual Revision - Reminders

- "Team Leader" or PIC = current Certified Food Protection Manager certification
- TPHC procedures for alternate/innovative service locations (if applicable)
- Hazard communications (SDS) training date(s)
- Team effort to complete this section
  - Central office staff (director, assistant director, supervisor, and/or training manager)
  - School site staff (manager)
  - Facilities/maintenance team

Part 2a: Things you forgot were in here....

- Serving locations used (e.g., cafeteria, classroom, kiosk, etc.)

- List of TCS foods that need TPHC procedures

- List of non-domestic foods

PART 2b: Annual Completion

Complete from scratch for the new school year

Part 2 – HACCP Plan Assessment: Annual Completion

Information that must be completed from scratch each year:

- Operation Assessment
  - Pest Control Assessment
- Food Code Labeling Variance
- HACCP Verification

TIP: Use the HACCP Checklist to help make sure each part is completed!

Part 2b - Assessment and Evaluation of Food Safety

Annual Operation Assessment

- Assesses food safety of kitchen operations
- Uses previous 2 health inspection reports
- Takes 1-2 hrs to complete
- May need information from maintenance/facilities

HACCP Verification

- Evaluates if HACCP plan is working well to help control potential food safety hazards
- Shorter to complete (maybe 30 minutes)

Complete both either at the beginning of the current school year or end of the previous school year.

Part 2b – HACCP Labeling Variance

- Variance is for the packaging and labeling requirements for food establishments
- SFAs must check box to indicate if using or not using

Food Code Variances

A Variance may be approved for certain deviances from the Food Code when special circumstances warrant this change. There is a defined process allowing food establishments to petition the North Carolina Environmental Health Variance Committee for a variance when strict application of the Food Code regulations fail to take special considerations into account.

In August 2014, School Nutrition Services petitioned for and was granted a variance for *labeling of packaged food prepared in the cafeteria*. A copy of this variance is included on the following pages. In addition, a Position Statement about this practice is included in Part 1 of the HACCP Plan template in the *Department of Health and Human Services Food Protection Branch Position Statements* section.

If your school does not use this Labeling Variance, please indicate below and you may remove it from this HACCP template.

- ☐ School uses this <u>variance</u> and it remains a part of the HACCP Plan Template.
- ☐ <u>School</u> does not use this variance and it has been removed from the HACCP Plan Template.

If your School has been granted <u>additional</u> Food Code Variances, insert copies of the letter and other supporting documentation for those variances behind this page.

North Carolina Department of Health and Human Services
Division of Public Health
Environmental Health Section

REQUEST FOR A VARIANCE
North Carolina Rules Governing the Food Protection and Sanitation of Food Establishments

Date: _August 6, 2014_

1. Establishment/Organization Name: _North Carolina Department of Public Instruction, School Nutrition Services Section_

2. Physical Address: _301 North Wilmington Street_

City: _Raleigh_   State: _N C_   Zip: _27601_

PART 3: Monitoring and Recordkeeping

Forms, logs, and the instructions for how to use them

Part 3 – HACCP Plan Monitoring Forms

Contains Monitoring Forms:

- Daily
- Weekly
- Monthly
- As needed

Include Environmental Health Inspections in this section

Part 3 Monitoring Logs Instructions

- Separate file

- Contains COMPLETE instructions for most logs in Part 3

- Please read instructions thoroughly!

Part 3 Monitoring Logs List

Daily

- Kitchen Assessment
- Hand Sink Assessment
- Cooling Log
- Hot-holding Cabinet
- Milk Box
- Storage Area
- Reach-In Freezer
- Reach-In Refrigerator
- Walk-In Freezer
- Walk-In Refrigerator

Monthly

- Monthly Food Safety Inspection Forms
  - Weeks 1-4
  - Pest Control

As Needed

- Employee Illness Monitoring Log
- Foodborne Illness Complaint Form
- *Placeholder for Environmental Health Inspections

Kitchen Assessment

Daily Kitchen Assessment

Date	Observer Initials	Dish machine Sanitizing		Dish Sink Wash & Sanitizing Set-up	Wipe/ Spray on sanitizer	Clean -up			Corrective Actions
		Final Rinse °F or ppm	Pressure (PSI)	°F for wash and °F or ppm for sanitizer	(ppm)	Trash Y or N	Floors Y or N	Surfaces Y or N	
1									
2									

Daily Kitchen Assessment F°/ppm-High temp dish machine record temp. Chemical dish machine use test strip, note the closest ppm determined. Dish Sink Set up- Record water temp for wash and water temp or test chemicals for sanitizing and record the closest ppm determined. Wipe/Spray- note the closest ppm determined. Required chemical range= temp <70°F with Chlorine 50-100 ppm or Quats=150-400ppm. Final Rinse Temp=180°F (test strips) or 160°F (max registering thermometer/dish plate). Clean Up: Trash removal is completed, Floors and Surfaces Cleaned mark with a Y for yes or N for no. Corrective Actions- Choose appropriately from *Part 1: Corrective Actions*.

Hand Sink Assessment

| | | Month/Year | |

Daily Hand Sink Assessment

Date	Observer Initials	Kitchen Hand Sink #1			Kitchen Hand Sink #2			Kitchen Hand Sink #3			Kitchen Hand Sink #4			Kitchen Hand Sink #5			Corrective Actions
		W	S	T	W	S	T	W	S	T	W	S	T	W	S	T	
1																	

Water (°F) -- must be warm, at least 100°F (do not need to check temp each time, see form instructions). If available, mark "Y", if no, "mark "N." Soap -- If available, mark "Y", if no, "mark "N".

Towels/Tissue -- If available, mark "Y", if no, mark "N." Corrective Actions-Choose appropriately from *Part 1: Corrective Actions.*

Daily Cooling Log for Hot Time/Temperature Control for Safety (TCS) Foods
Remember to use ice bath and/or shallow pans to decrease cooling time.

Chill cooked hot food using one of these methods:

1. One-Stage: Directly from 135ºF to 41ºF or below within a total of 4 hours. The total cooling process from 135ºF to 41ºF or below may not exceed 4 hours. Take corrective action immediately if food is not chilled from 135ºF to 41ºF or below within the 4-hour cooling process.

2. Two-Stage: From 135ºF to 70ºF or below within 2 hours [first step] AND 70ºF to 41ºF or below in an additional 4 hours [second step]. The total cooling process from 135ºF to 41ºF or below may not exceed 6 hours. Take corrective action immediately if the first OR second steps are not completed, or if food is not chilled from 135ºF to 41ºF within the 6-hour cooling process.

Date	Product	Start/End Time and Temperature				Corrective Action Taken			Manager/PIC Initials
		Start Time Start Temp	Observer Initials	End Time End Temp	Observer Initials	A	B	C	
Example: 5/27/25	Rice	1:30 pm 164 F	KP	2:30 pm 97 F	KP	N/A	Discarded	N/A	RF
Example: 5/28/25	Diced chicken	12:45 pm 140 F	KP	2:45 pm 65 F	KP	N/A	N/A	N/A	RF
Example: 5/29/25	No foods cooled								RF

Start/End Time and Temperature: Note the time and temperature when the cooling process begins. Note the time and temperature when the Manager/last person leaves the facility for the day. If the temperature cannot be monitored for a full 2 hours, any food that has not reached 70°F by the time staff leave, discard the food and record A or B in corrective action. If no foods cooled, still record the date, indicate "no foods cooled," and record manager/PIC initial.

Corrective Action: A = [One-Stage] Product did not cool directly from 135ºF to 41ºF or below within a total of 4 hours; product was discarded. B = [Two-Stage – first step] Product did not cool from 135ºF to 70ºF or below within 2 hours; product was discarded. C = [Two-Stage – second step] Product did not cool from 70ºF to 41ºF or below within another 4 hours; product was discarded. Record "none" or "N/A" in A, B, and/or C if no corrective action for either or both types of corrective actions.

Cooling Log Updates

- Same cooling requirements as last year
  - Can use one-stage or two-stage cooling
  - If TCS food being cooled does not reach 70F when staff needs to leave (if less than 2 hours) -- food must be DISCARDED
- Use alternate options for faster, safe cooling

Part 3 Monitoring Log Tips

Read the instructions file before completing or training

Write month/year at the top (except for Cooling Log)

Include units of measure

Indicate which piece of equipment if multiple

Keep extra blank copies on hand

Organize as best meets your school or district's needs

PART 4: Food Safety Continuing Education

The "Professional Standards" of your HACCP Plan.

Part 4 – Continuing Education and Professional Development

Contains continuing education information and forms:

- Employee Health Policy Agreement
- Food Safety Checklist for Employees
- Food Safety and HACCP Continuing Education Reports
- Allergen Awareness Training for servers and cashiers

Employee Health Policy Agreement

REQUIRED ANNUALLY

DETAILS SYMPTOMS AND ILLNESSES TO REPORT

REQUIRED BY THE FOOD CODE

Reporting Employee Symptoms

Employee must report these symptoms to the Food Establishment's Person in Charge (PIC):

- Vomiting
- Diarrhea
- Jaundice (yellowing of the skin/eyes)
- Sore throat with fever
- Infected cuts or wounds

Reporting The "Big 6" Foodborne Pathogens

1. Norovirus
2. Hepatitis A virus
3. Shigella spp.
4. Shiga toxin-producing Escherichia coli (STEC)
5. Salmonella Typhi (typhoid fever)
6. Nontyphoidal Salmonella (NTS)

- **Employee** must report exposure to or diagnosis of these illnesses to the Food Establishment's Person in Charge (PIC)

- The **PIC** must report to Health Department when an employee is diagnosed with one of these illnesses or exposed to someone with the diagnosed illness.

Food Safety Continuing Education

Required for all staff that handle food, but requirements depend on staff level

- Managers only – must have Certified Food Protection Manager certification
- All staff – must receive at least 4 hours every 3-5 years
- Temporary staff, substitutes, and volunteers – basic training should be provided for all involved with food handling

Food Safety Continuing Education Opportunities

Safe Plates for SNS (NCSU)	Food Safety In Schools/ Serving it Safe (ICN)	No Time to Teach/Train (NCDPI)
• 6-module course = 4 hours • 4 additional modules (1 hr each) for a total of 8 hours • Approved by SNA for food safety core course for certification program (8 hours)	• 6 modules • Participant and instructor resources available for download from ICN	• 15-minute instructor-led topics • Thirteen total lessons

Food Safety Continuing Education

Allergen Awareness

- Required annually (see HACCP Plan Part 4)
- Can use a variety of sources, including ICN, Safe Plates for School Nutrition Staff (bonus module), etc.
- Documentation may be requested by health inspector

Certified Food Protection Manager

- Required for SN Administrators and Managers of self-prep schools (PIC)
- The EXAM not the COURSE provides the certification
- Must be American National Standards Institute (ANSI) approved
  - https://anabpd.ansi.org/accreditation/credentialing/personnel-certification/food-protection-manager/ALLdirectoryListing?menuID=8&prgID=8&statusID=4
- Successful passing of any provides CFPM certificate recognized by NC Food Code
- Course participation or food safety instruction often increases exam passing rate
- Some courses commonly offered:
  - ➢Safe Plates offered through NCSU/NC Cooperative Extension
  - ➢ServSafe© offered by approved National Restaurant Association Educational Foundation Instructors
  - ➢A variety of on-line courses

PART 5: Menus and Recipes

Let's eat!

Part 5 – Menus and Recipes

Contains information about menus and recipes:

- Menus
- HACCP Process Information
- Listing of Pre-prepared foods if applicable
- TPHC Procedures if applicable

HACCP Processes

Process Category 1: TCS - No Cook

Process Category 2: TCS – Same Day Service

Process Category 3: TCS – Complex Food Preparation

Process Category 4: Non-TCS/No HACCP Process

Time as a Public Health Control (TPHC) Procedures

- Written procedures required when utilizing
- Must be followed as written
- Required by NC Food Code
- Sample in Part 1
- Blank form and instructions in Part 5 Forms

Time as a Public Health Control Procedure (TPHC)

TPHC applies only to the food product(s) and procedures described. Changes from the written procedures void the safety measures afforded by using time as a public health control and an Environmental Health violation exists if the procedure is not followed.

Food or Menu Item:	
Size of Batch/Quantity to prepare:	
Ingredients:	

Procedures for preparation, service, and discard:	1.
	2.
	3.
	4.
	5.
	6.

Part 5 Forms List

- Menu Summary

- Pre-Prepared Foods List

- Time as a Public Health Control Foods List

- Time as a Public Health Control Delivery Log

Leftovers vs. Pre-Prepared Foods

LEFTOVER

- All menu items can be leftovers
- Prepared and held for a specific day's menu but not served
- Includes food on serving line (hot held) <u>and</u> food in kitchen in hot box (hot held but not put on serving line)
- Shelf life up to 72 hrs (if safe temp)
- Label appropriately

PRE-PREPARED

- <u>Not</u> all menu items can be pre-prepared
- Prepared in advance for future service beyond a specific meal
- Must be immediately chilled and frozen after prep
- Frozen shelf life up to 4 weeks
- Does not include commercially processed foods
- Label appropriately

A few important reminders for SFAs …

- Use the most current version!

- Can keep parts electronic
  - BUT…managers and staff must know where and how to access the information!!!

- Read the instructions!

- If you still aren't sure, ask!

HACCP Plan Commercial Template - Important Updates SY 25-26

- Updated guidance and NCDHHS Position Statement on sharing tables and donated food *[Part 1]*

- Updated Summer Food Storage memorandum from NCDA&CS *[Part 1]*

- Updated language and form related to cooling practices *[Part 1, Part 3 Instructions, Part 3 Forms]*

- Updated glove use and fingernails language to be consistent with the NC Food Code *[Part 1, Prerequisite Programs – Safe Food Handling Procedures; Part 4 Forms – Food Safety Checklist for Employees]*

- Updated HACCP Checklist

Avoid HACCP Findings!

New HACCP book/folder each school year

Complete required sections (Part 2a, Part 2b, Part 3 monitoring logs, Part 4 forms, etc.)

Follow the instructions for each part and monitoring log

Keep copies of your latest inspections on file

Maintain a current Certified Food Protection Manager Certification

FOLLOW SAFE FOOD HANDLING PRACTICES!

Questions about the NCDPI Commercial HACCP Plan Template?

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