

Understanding Your HACCP Plan: Central Warehouse

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



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graph TD; A[Required by USDA Reauthorization 2004] --> B[Templates developed jointly with NCSU]; B --> C[Updated to the 2017 FDA Food Code and NC specific requirements];
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Templates developed jointly with NCSU

Updated to the 2017 FDA Food Code and NC specific requirements

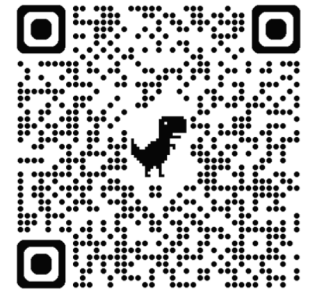
State Regulations for Food Establishments

- **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
- Includes Warehouse Manager



NCDPI HACCP Plan Templates

Commercial Kitchen

Transported/Catered Meals

Homestyle Kitchen

Central Warehouse




NC DPI HACCP Website

An official website of the State of North Carolina [How you know](#) ✓

NC SUPERINTENDENT

STATE BOARD

NC.GOV

 Select Language



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[Home](#) > [Districts & Schools](#) > [District Operations](#) > [School Nutrition](#) > [Information & Resources by Subject](#) > [Food Safety / HACCP](#)

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](#)

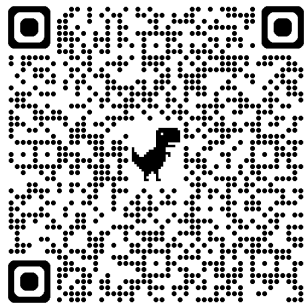
[Community Eligibility Provision \(CEP\)](#)

[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: Inventory (Menus and Recipes in all other plans)

PART 1: Reference

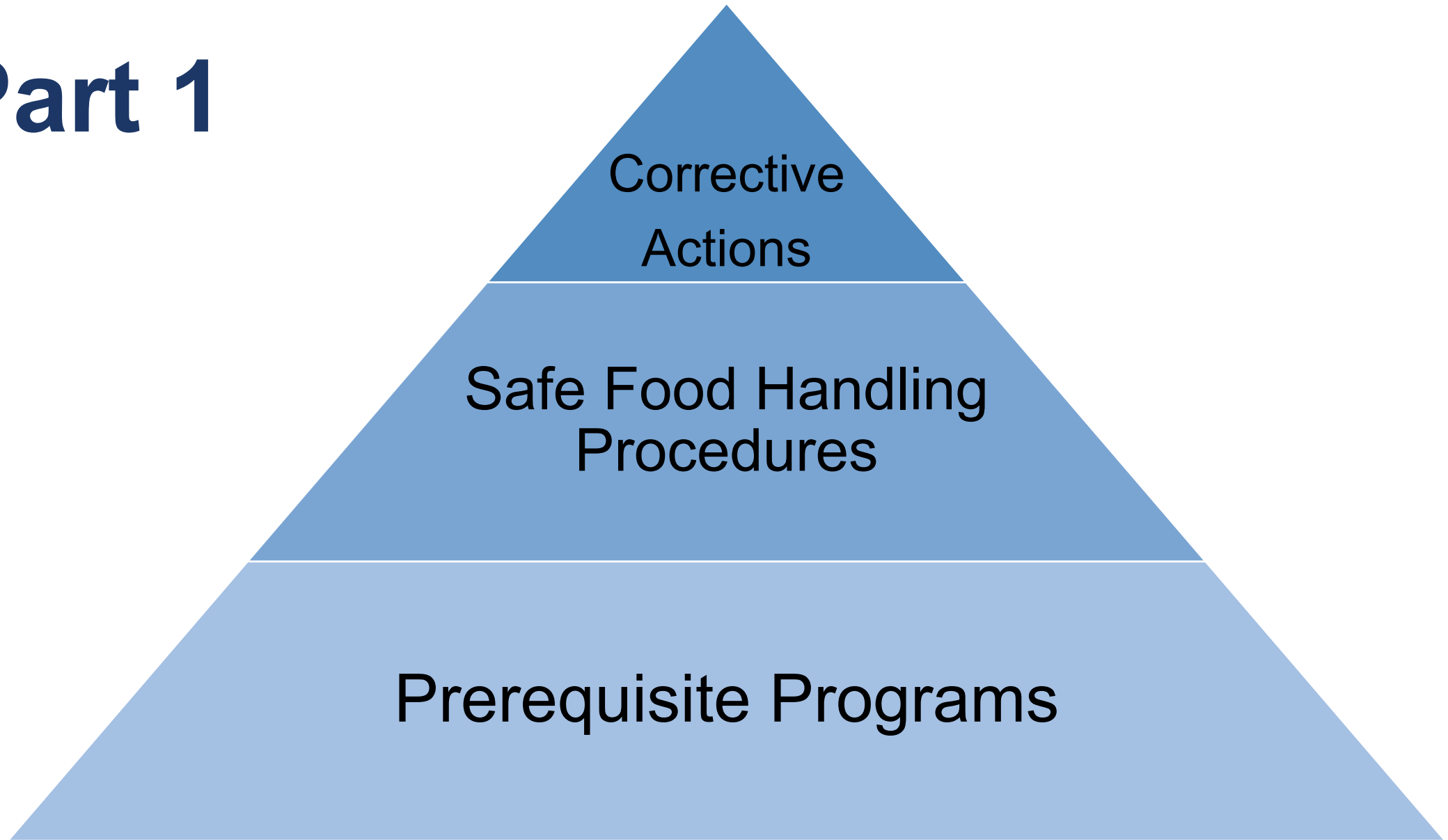
If you aren't sure, look here first!

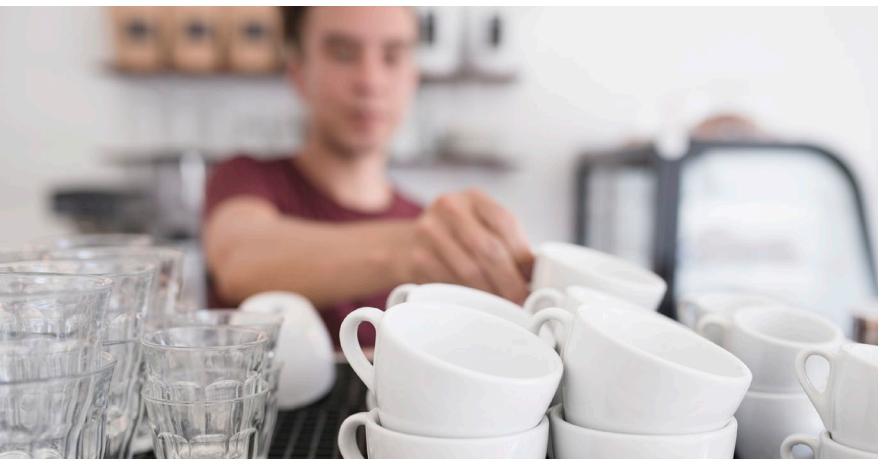
Part 1 – HACCP Resources

Contains reference and resource materials:

- Prerequisite Program Standards
- Safe Food Handling Procedures
- Corrective Action Requirements

Part 1





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
- **Guide for developing a Food Defense Plan**

Part 1: Safe Food Handling Procedures

- Purchasing and receiving
- Storage (dry, refrigerated, frozen)
- Preparation (ice only)
- Transporting
- Bodily fluid clean up

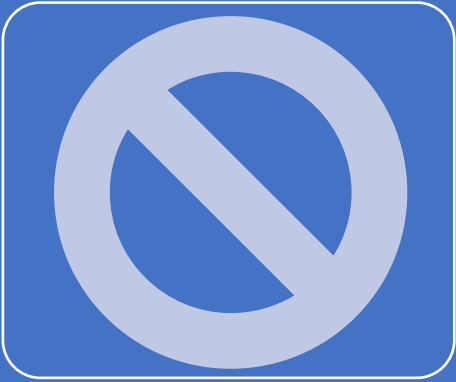


Also includes reference material on a variety of topics related to safe food handling.

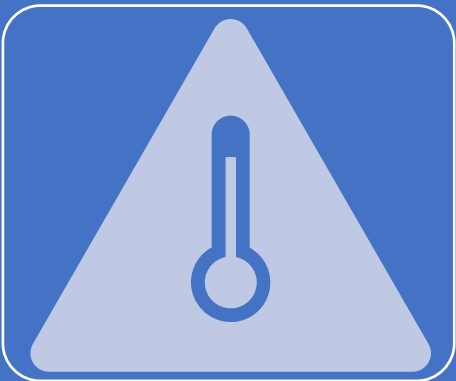
Part 1: Safe Food Handling Procedures – Tips and Handouts

- 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
- Bodily fluid cleanup procedures
- Measuring food temperatures and calibrating thermometers
- Guidelines for food safety in power outages
- Standard operating procedures for food recalls

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: Helpful Topics

What	Where
Employee health decision tree	Prerequisite Programs (pg. 1-10 to 1-11)
Equipment maintenance and sample cleaning schedule	Prerequisite Programs (pg. 1-12 to 1-21)
Guide to Developing a Food Defense Plan	Prerequisite Programs (pg. 1-25 to 1-31)
Criteria for accepting or rejecting a delivery	Safe Food Handling Procedures (pg. 2-7 to 2-8)
Storage guidelines and recommended storage times	Safe Food Handling Procedures (pg. 2-9 to 2-14)

Part 1: Helpful Topics (continued)

What	Where
TCS foods information	Safe Food Handling Procedures (pg. 2-16 to 2-18)
Bodily fluid (e.g. norovirus) clean up procedures	Safe Food Handling Procedures (pg. 2-21 to 2-23)
Power outage guidance	Safe Food Handling Procedures (pg. 2-24 to 2-27)
Standard operating procedure for food recalls	Safe Food Handling Procedures (pg. 2-28 to 2-29)

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
- Central warehouse description and facility
- Personnel and food safety certifications
- Master cleaning schedule
- Equipment fixed assets and maintenance schedule
- Purchasing (non-domestics, vendors, etc.)
- Hazard communications
- **Food Defense Plan**

A woman with long, wavy brown hair, wearing a dark blue puffer vest over a light blue shirt, is shown in profile, looking at a tablet computer. She is standing in a warehouse with tall blue metal shelving units filled with cardboard boxes in the background.

Food Defense Plan

- Minimize risk of **intentional contamination**
- Don't reinvent the wheel, but customize to your SFA
- Quick response, cost effective
- Benefits:
 - Safe working environment
 - Safe product
 - Protect SFA

Developing a Food Defense Plan

1. Conduct a Food Defense Assessment
2. Develop a Food Defense Plan
3. Implement the Food Defense Plan

More information in Part 1 and Part 2a of the Warehouse HACCP Plan template.

Part 2a: Annual Revision - Reminders

- “Team Leader” or PIC = current Certified Food Protection Manager certification
- Non-Domestic List
- Hazard communications (SDS) training date(s)
- Food Defense Plan
- Team effort to complete this section
 - Central office staff (director, assistant director, supervisor, and/or training manager)
 - Warehouse staff (manager)
 - Facilities/maintenance team



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
 - Food Items and Inventory Assessment
 - Food Defense Plan Assessment and Revision
 - Pest Control Assessment
- 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 warehouse operations
- 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 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

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

- Warehouse Assessment
- Storage Area
- Walk-In Freezer
- Walk-In Refrigerator

Monthly

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

As Needed

- Employee Illness Monitoring Log

Daily Warehouse Assessment

Daily Warehouse Assessment										Month/Year _____				
Day	Observer Initials	Hand sink #1			Hand sink #2			Wipe/ Spray on sanitizer	Personnel	Ther- mometers Calibrated Accurately	General Cleaning			Corrective Actions
		W	S	T	W	S	T	(ppm)			Trash can + liners Y or N	Floors Y or N	Surfaces Y or N	
1														
31														

Water (°F) -- must be warm, at least 100°F; **do not need to check temp each time (see 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." Wipe/Spray- note the closest ppm determined. Required chemical range= temp <70°F with Chlorine 50-100 ppm or Quats=150-400ppm. 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*

Part 3 Monitoring Log Tips



Read the instructions file before completing or training



Write month/year at the top



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

Employee Health Policy Agreement



REQUIRED
ANNUALLY



DETAILS SYMPTOMS
AND ILLNESSES TO
REPORT



REQUIRED BY THE
FOOD CODE

A black stethoscope is positioned diagonally across the frame. Its chest piece, featuring a circular black diaphragm, rests on a white computer keyboard. The keyboard's keys are visible, including letters like S, D, F, G, H, J, K, L, and function keys like control, option, and command. The stethoscope's tubing is black and flexible, leading to two earpieces with black foam tips. The entire scene is set against a plain, light-colored background.

A black stethoscope is positioned diagonally across the frame, resting on a white computer keyboard. The stethoscope's chest piece is on the left, and its two earpieces extend towards the bottom right. The keyboard is partially visible in the upper left, showing keys like 'S', 'D', 'F', 'G', 'H', 'J', 'K', 'L', 'P', 'O', and 'I'. The background is a plain, light-colored surface.

-
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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)
<ul style="list-style-type: none">• 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)	<ul style="list-style-type: none">• 6 modules• Participant and instructor resources available for download from ICN	<ul style="list-style-type: none">• 15-minute instructor-led topics• Thirteen total lessons

Certified Food Protection Manager

- Required for SN Administrators and Managers of self-prep schools (PIC)
 - includes Warehouse Manager
- 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: Inventory

Keeping track of what we have

Part 5 – Inventory

Contains information about inventory:

- TCS Foods
- Non-TCS Foods

Part 5 Forms List

- Food Item/Inventory Summary for TCS Foods
- Food Item/Inventory Summary for Non-TCS Foods

FOOD ITEM/INVENTORY SUMMARY for TIME/TEMPERATURE CONTROL FOR SAFETY (TCS) FOODS

All TCS foods must be stored at 41°F or colder. Record the common name for the food item and indicate if it is to be stored in a refrigerator or a freezer.

(NOTE: To extend this table, place the curser in the last cell of the table and press the "Tab" key.)

Signature of Warehouse Manager:		Date Completed:	
---------------------------------	--	-----------------	--

Food Item Name	Storage	Food Item Name	Storage
	<input type="checkbox"/> Refrigerator <input type="checkbox"/> Freezer		<input type="checkbox"/> Refrigerator <input type="checkbox"/> Freezer
	<input type="checkbox"/> Refrigerator		<input type="checkbox"/> Refrigerator

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 Warehouse Template - Important Updates SY 25-26

- Updated Summer Food Storage memorandum from NCDA&CS *[Part 1]*
- Clarified that Food Safety Checklist for Employees is now a required for, not “as needed” *[Part 4]*
- 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



Complete and review Food Defense Plan



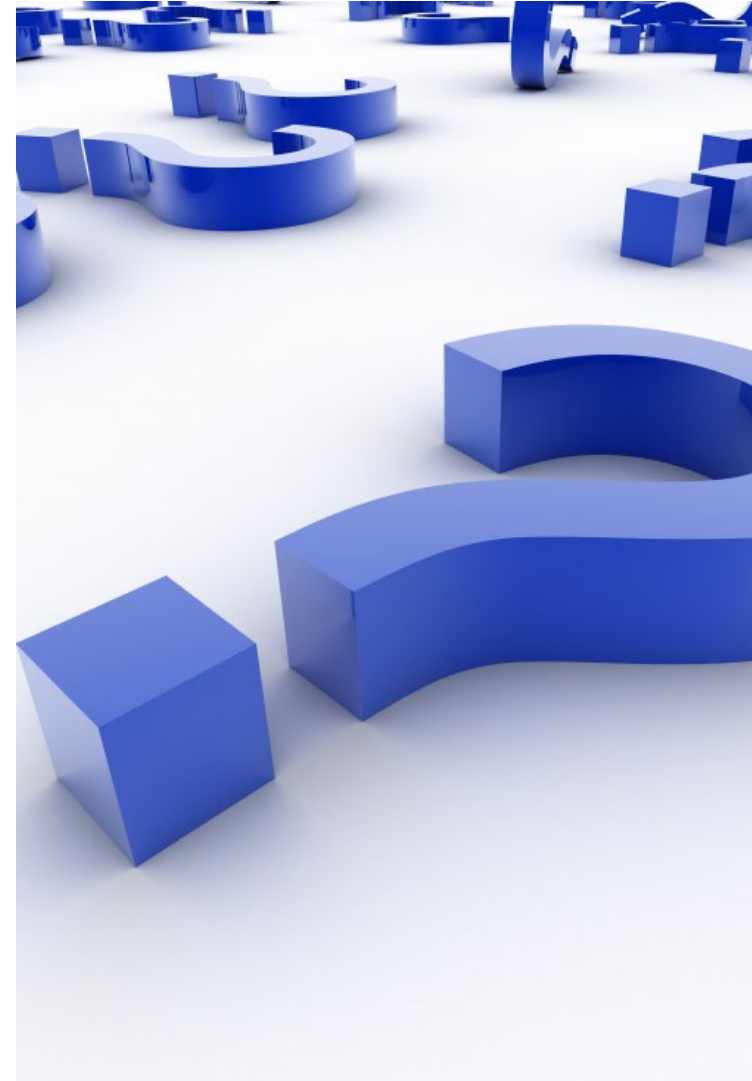
Maintain a current Certified Food Protection Manager Certification



FOLLOW SAFE FOOD HANDLING PRACTICES!

Questions about the NCDPI Warehouse HACCP Plan Template?

Katrina Perry, MPH, RD, LDN, PMP
Professional Development Consultant
katrina.perry@dpi.nc.gov



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Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: program.intake@usda.gov.

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