



# County of San Diego

## DEPARTMENT OF ENVIRONMENTAL HEALTH FOOD AND HOUSING DIVISION

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

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

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

- **Smoking Food** as a method of preservation rather than as a method of flavor enhancement
- **Curing Food** as a method of preservation by the addition of salt, nitrates, nitrites, or sugar
- **Food Additives** or adding components such as vinegar as a method of food preservation rather than as a method of flavor enhancement, or to render a food so that it is not potentially hazardous
- **Operating a Molluscan Shellfish Tank** used to store and display shellfish offered for human consumption
- **Custom Processing Animals** that are for personal use as food and not for sale or service in a food facility

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

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

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

To obtain HACCP submittal instructions, submit your HACCP plan, or for further clarification of DEH requirements, contact **Ryan Johnson**, at (858) 694-3535 or [Ryan.Johnson@sdcounty.ca.gov](mailto:Ryan.Johnson@sdcounty.ca.gov).

Once a HACCP plan is approved by DEH, any changes or modifications will require the HACCP plan to be resubmitted for approval.