



Two Barrier HACCP Plan Submission Checklist

The following items are the minimum required support documentation for a 2 barrier ROP HACCP plan. Plans submitted without the items listed below will not be accepted.

- List of equipment and materials used in the special process, i.e., vacuum sealing machines, etc.
- List of all ingredients used in the special process. Ingredient proportions are not necessary
- List of facilities that will be processing and/or storing ROP foods
- Detailed Process Flow including all Critical Control Points (CCPs). The Process Flow must address each step in the preparation of the food(s) used in a special process
- HACCP Worksheet for all Critical Control Points listed in the Process Flow Diagram
- Training program or plan detailing topics and methods of training, details of the following topics
 - Labeling
 - Hand Washing
 - Eliminating Bare Hand Contact with ROP Foods
 - Cleaning and Sanitizing
 - Personal Hygiene
 - Thermometer Use and Calibration
 - Employee Health Policy
 - Transporting (if transporting to additional outlets)
 - All critical control points detailed on the HACCP Worksheet
- Food Safety Checklist
- Thermometer Calibration Log
- Refrigeration Log
- Transport Log (if transporting to additional outlets)
- Training Log
- Cooling Log (may be requested for ready to eat foods)
- Lab testing results (i.e. pH or water activity) from a certified lab may be requested for ready to eat foods to identify the second barrier

Environmental Health Division

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