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.

□ Hazard Analysis Worksheet including all of the hazards of concern for your process

□ Detailed Process Flow Diagram including all Critical Control Points (CCPs). Diagram 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

□ Lab testing results (i.e. pH or water activity) from a certified lab for all two barrier foods indicating the second barrier.

□ Training program or plan detailing topics and methods of training and Training Log

□ Labeling Standard Operating Procedure (SOP). SOP must address all required dates for special process

□ Hand Washing SOP

□ Cooling SOP and Cooling Log (if plan includes 2 barrier ready to eat products)

□ Cleaning and Sanitizing SOP

□ Cold Holding SOP and Refrigeration Log

□ Eliminating Bare Hand Contact with ROP Foods SOP

□ Personal Hygiene SOP

□ Transporting SOP and Transport Log (if transporting to additional outlets)

□ Thermometer Use and Calibration SOP and Thermometer Calibration Log

□ Labeling Expiration Date log

□ Cooling log (if applicable)

□ Employee Health Policy

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