



Variance Request for Specialized Process

Food Establishment Information

Food Establishment Name: _____

Address: _____ City: _____ State: MO Zip: _____

Phone: _____ E-mail: _____

Days/Hours of Operation: _____ Permit #: _____

The Clay County Public Health Center Food Code requires a variance for certain specialized food processing methods in food service establishments. This application and all requested supplemental documentation must be provided, reviewed, and approved by CCPHC prior to conducting a specialized process that requires an approved variance of the Food Code. A full copy of the Clay County Missouri Food Code can be found at clayhealth.com.

Instructions:

- Intent of this form is to be used as a guide for variance requests using specialized processes.
- The variance request must address the six points outlined below.
- HACCP plans and special process proposals are not transferable from process to process or one food establishment to another. Any significant changes in the process or HACCP plan will require resubmission of the updated information for review and approval.
- Begin by checking the applicable specialized process method under question 1. Fill out a separate form for each special process proposal.

1) 3-502.11 Variance Requirement. A FOOD ESTABLISHMENT shall obtain a VARIANCE from the REGULATORY AUTHORITY as specified in § 8-103.10 and under § 8-103.11 before:

- smoking food** as a method of food preservation rather than as a method of flavor enhancement; ^{Pf}
- curing food**; ^{Pf}
- using **food additives** or adding components such as **vinegar**; ^{Pf}
 - (1) As a method of food preservation rather than as a method of flavor enhancement, ^{Pf} or
 - (2) To render a food so that it is not time/temperature control of safety food; ^{Pf}
- Packaging TIME/TEMPERATURE CONTROL FOR SAFETY FOOD using a REDUCED OXYGEN PACKAGING method except where the growth of and toxin formation by *Clostridium botulinum* and the growth of *Listeria monocytogenes* are controlled as specified under § 3-502.12; ^{Pf}
- operating a **molluscan shellfish** life-support system display tank used to store and display shellfish that are offered for human consumption; ^{Pf}
- custom animal processing** that are for personal use as food and not for sale or service in a food establishment; ^{Pf}
- sprouting seeds or beans**; ^{Pf}
- preparing food by another method that is determined by the regulatory authority to require a variance (to render a food so that it is not time/temperature control of safety food). ^{Pf}

2) Information to be submitted includes: § 8-103.11 Documentation of Proposed Variance and Justification:

- A)** A proposal for the special process to be used including citing the applicable code reference numbers.
- B)** A written statement why the proposal should be approved. Include a reference to the section of the code that the proposal is for and why the proposal will not create a potential public health hazard or nuisance.
- C)** Documentation supporting the rationale for the proposal which could include scientific studies, process authority analysis reports, prerequisite programs and HACCP Plans.



3) Supporting documentation may include any or all the following:

- A) Industry studies already in existence from reliable authorities that address the issues;**
- B) Process review by a recognized Process Authority;**
- C) Written prerequisite programs (such as maintenance logs, cleaning schedules and policy manuals) and Standard Sanitation Operating Procedures (SSOP);**
- D) Checklists and/or verification records on the prerequisite programs and procedures;**
- E) Training programs and procedures.**

4) Hazard analysis of process and/or specific items including information on ingredients, materials and equipment to be used.

- A) For a food establishment that is required to have a HACCP plan (§ 8-201.13), the plan and specifications shall indicate (§ 8-201.14):**
 - i. A list of the potentially hazardous foods that the establishment intends to use the proposed process for; or other foods that are specified by the regulatory authority;**
 - ii. A flow diagram and hazard analysis by specific food or group of foods where the special process is to be used that identifies critical control points and provides information on the following:**
 - 1) Ingredients, materials, and equipment used in the preparation of that food, and**
 - 2) Formulations or recipes that delineate methods and procedural control measures that address the food safety concerns involved;**
- B) Food employee and supervisory training plan that addresses the food safety issues of concern.**

5) A statement of standard operating procedures for the plan under consideration including clearly identifying:

- A) Each critical control point;**
- B) The critical limits for each critical control point;**
- C) The method and frequency for monitoring and controlling each critical control point by the food employee designated by the person in charge;**
- D) The method and frequency for the person in charge to routinely verify that the food employee is following standard operating procedures and monitoring critical control points;**
- E) Action to be taken by the person in charge if the critical limits for each critical control point are not met; and,**
- F) Records to be maintained by the person in charge to demonstrate that the HACCP plan is properly operated and managed.**

6) Additional scientific data or other information, as required by the regulatory authority, supporting the determination that food safety is not compromised by the proposal.

- A) Examples of labeling and lot identification system including an explanation of the code and recordkeeping system.**
- B) Layout of the area showing all equipment where the operation will take place and an explanation of the physical/scheduling barriers between this area and other parts of the operation.**
- C) Information on prerequisite programs to include:**
 - i. Safety of water;**
 - ii. Cleaning and maintenance of equipment and facilities;**
 - iii. Methods of prevention of cross-contamination;**
 - iv. Use, storage and labeling of toxics;**
 - v. Personnel health and hygiene policies;**
 - vi. Pest control program;**
 - vii. List of job descriptions of personnel involved in the process;**
 - viii. Written use procedures and calibration steps for all measuring devices such as thermometers and Ph meters.**



CLAY COUNTY
PUBLIC HEALTH CENTER



**Food Establishment-
Variance Request - Special Process**

800 Haines Drive
Liberty, MO 64068
Revised: 1/30/18
Form# 1.031.320.FC.1F-33

I hereby certify that the above information is correct. I have provided all relevant material to the best of my ability. I understand until this special process proposal is approved I must cease operation of any specialized process activity. I understand that by submitting this application in no way guarantees that my application will be approved. I understand that if this application is approved it can be rescinded immediately during any official inspection if there is evidence of non-compliance with the approved process.

SIGNATURE OF APPLICANT: _____ **DATE:** _____

PRINT NAME AND POSITION TITLE: _____

CONTACT PHONE: _____ **CONTACT EMAIL:** _____

HACCP Plan Submitted with this Variance Request: yes no

OFFICE USE ONLY

Approved*: Yes No

Date Notice Sent to Applicant: _____

Comments:

Reviewed By: _____ Date: _____
Director of Public Health: _____ Date: _____

*CCPHC reserves the right to rescind any variance that creates an unforeseen health hazard, or if a permit holder fails to comply with applicable code requirements, laws and regulations.