



Title: Food Establishment- Special Processes Matrix

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Reference Guide for Processes that require a HACCP Plan, Variance, or Standard Operating Procedures (SOP's) by the Clay County Public Health Center (CCPHC)

Special Process	HACCP Plan	Variance	SOPs	Food Code Reference
Smoking Food for Preservation	✓	✓		3-502.11(A)
Curing Food	✓	✓		3-502.11(B)
Using a Food Additive for Preservation or to Render non-TCS	✓	✓		3-502.11(C)
Packaging TCS foods using ROP	✓	✓		3-502.11(D)
Operating a Molluscan Shellfish Life Support System/display tank	✓	✓		3-502.11(E)
Custom Processing Animals for Personal Use	✓	✓		3-502.11(F)
Preparing Food by an Alternate Method (to render non-TCS)	✓	✓		3-502.11(G)
Sprouting of Seeds or Beans	✓	✓		3-502.11(H)
Raw Animal Foods without Consumer Advisory	✓	✓		3-401.11(D)
2 Barrier ROP	✓			3-502.12(B)
Fish ROP	✓			3-502.12(C)
Cook-Chill/ Sous Vide ROP	✓			3-502.12(D)
Cheese ROP	✓			3-502.12(E)
Juice Packaged in a Food Establishment	✓			3-404.11
Bare Hand Contact with RTE Food			✓	3-301.11(E)
Non-continuous Cooking of Raw Animal Foods			✓	3-401.14(F)
Alternate Cooling Method			✓	3-501.15
Time as a Public Health Control			✓	3-501.19(A)
ROP without HACCP Plan			✓	3-502.12(F)
Operating an uncategorized Food Establishment	X	✓		

✓-required
X- may be required



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VARIANCE means a written document issued by the REGULATORY AUTHORITY that authorizes a modification or waiver of one or more requirements of the Food Code if, in the opinion of the REGULATORY AUTHORITY, a health HAZARD or nuisance will not result from the modification or waiver (Clay County Missouri Food Code 1-201.10 Definitions). Supporting documents that may be submitted to justify a variance request include: standard operational procedures, HACCP plans, scientific challenge studies, laboratory analysis reports, monitoring logs, validation studies from certified processing authorities, and labeling.

HAZARD ANALYSIS AND CRITICAL CONTROL POINT (HACCP) PLAN means a written document that delineates the formal procedures for following the HACCP principles developed by the *National Advisory Committee on Microbiological Criteria for Food* (Clay County Missouri Food Code 1-201.10 Definitions).

When a HACCP Plan is required: (Clay County Missouri Food Code 8-201.13)

(A) Before engaging in an activity that requires a HACCP PLAN, a PERMIT applicant or PERMIT HOLDER shall submit to the REGULATORY AUTHORITY for approval a properly prepared HACCP PLAN as specified under § 8-201.14 and the relevant provisions of this Code if:

- (1) Submission of a HACCP PLAN is required according to LAW;
- (2) A VARIANCE is required as specified under Subparagraph 3-401.11(D)(4), § 3-502.11, or ¶ 4-204.110(B);
- (3) The REGULATORY AUTHORITY determines that a FOOD preparation or processing method requires a VARIANCE based on a plan submittal specified under § 8-201.12, an inspectional finding, or a VARIANCE request.

(B) Before engaging in REDUCED OXYGEN PACKAGING without a VARIANCE as specified under § 3-502.12, a PERMIT applicant or PERMIT HOLDER shall submit a properly prepared HACCP PLAN to the REGULATORY AUTHORITY.

Contents of a HACCP Plan: (Clay County Missouri Food Code 8-201.14)

For a FOOD ESTABLISHMENT that is required under § 8-201.13 to have a HACCP PLAN, the plan and specifications shall indicate:

(A) A categorization of the types of TIME/TEMPERATURE CONTROL FOR SAFETY FOODS that are specified in the menu such as soups and sauces, salads, and bulk, solid FOODS such as MEAT roasts, or of other FOODS that are specified by the REGULATORY AUTHORITY;^{Pf}

(B) A flow diagram by specific FOOD or category type identifying CRITICAL CONTROL POINTS and providing information on the following:

- (1) Ingredients, materials, and EQUIPMENT used in the preparation of that FOOD,^{Pf} and
- (2) Formulations or recipes that delineate methods and procedural control measures that address the FOOD safety concerns involved;^{Pf}

(C) FOOD EMPLOYEE and supervisory training plan that addresses the FOOD safety issues of concern;^{Pf}

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

- (1) Each CRITICAL CONTROL POINT,
- (2) The CRITICAL LIMITS for each CRITICAL CONTROL POINT,^{Pf}
- (3) The method and frequency for monitoring and controlling each CRITICAL CONTROL POINT by the FOOD EMPLOYEE designated by the PERSON IN CHARGE,^{Pf}
- (4) 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,^{Pf}
- (5) Action to be taken by the PERSON IN CHARGE if the CRITICAL LIMITS for each CRITICAL CONTROL POINT are not met,^{Pf} and
- (6) Records to be maintained by the PERSON IN CHARGE to demonstrate that the HACCP PLAN is properly operated and managed;^{Pf} and

(E) Additional scientific data or other information, as required by the REGULATORY AUTHORITY, supporting the determination that FOOD safety is not compromised by the proposal. ^{Pf}