



Public Health

Idaho North Central District

Nez Perce County
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Latah County
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Clearwater County
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(208) 983-2842
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132 N Hill Street
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(208) 935-2124
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HAZARDOUS ANALYSIS CRITICAL CONTROL POINT (HACCP) PLAN REVIEW APPLICATION

Instructions: This application is for a food establishment that wishes to wholesale food items or prepare food using a special processing method. Submit the completed application and all documentation relating to your food establishment and product. HACCP plans can be submitted electronically or a hard copy can be provided to your local Environmental Health Specialist. An Environmental Health Consultation fee of \$70.00 per hour will apply.

Establishment Information:

Name of Food Establishment:			
Address of Food Establishment or Commissary:			
Establishment Mailing Address:			
Food Establishment Contact Info:	Phone:	Email:	Fax:
Name of Applicant:			
Name of Owner if Different:			
Preferred Method of Contact?	Phone	Email:	In-Person
Reason for Review? Circle all that apply: Food Processor (Wholesale) Reduced Oxygen Packaging Cook-Chill Sous Vide Acidification Fermentation Curing Smoking as a method of preservation Sprouting Live Shell Fish Tank Pasteurization Custom Wild Game Harvesting Other (describe)			

Signature of the applicant is an agreement to the terms and conditions of a license as contained in Section 8-304.11 of the *Idaho Food Code* and attests to the accuracy of the information provided per Section 8-302.14(G). **Application can only be signed by owner or legal agent.** All HACCP Plans are required to be submitted with an Environmental Health Consultation Fee. Without the fee, the application cannot be processed and wholesale or special processing methods cannot be conducted until the plan is approved.

Owner/Agent's Signature _____ Date _____

- FOR OFFICE USE ONLY -

Date Received: _____ Approved By: _____ Date: _____
Environmental Health Specialist

Fee Amount Paid: \$ _____ Cash Check # _____ Date Paid: _____ Receipt # _____

HACCP Plan Review Checklist

- Food Permit Application (if a New Facility)
- Food Establishment Plan Review (if New Facility or Existing Remodeled Facility)
- Commissary Agreement (if applicable)
- HACCP Plan Review Application
- Variance Request (if required)
- Certified Food Protection Managers Certification
- Registration of a Food Facility (if applicable)
- Registration of low acid or acidified food
- Better Processing Control School Certification, (Acid & Acidified Foods)
- HACCP Plan includes:
 - Title Page - Name of Company, Name of Operator, Date Created
 - HACCP Team Members
 - Description of the food product, Name of the food, Ingredient list, Who is intended customer, Name of Special Process
 - List of Equipment, Make and Model, Equipment Specification Sheet, if available (ex: Data loggers, pH meter, vaccum sealer)
 - Proposed Label (submit a proposed label with required information)
 - Coding system (develop a coding system)
 - Flow Chart: Identify the Critical Control Points (CCP's). CCP's include Bacteria, Chemical or Physical hazards. Verify the flow chart by confirming the steps during a production run
 - Hazards Analysis / List of the Hazards (Assess the Hazards associated with your product) determine risk:
 - Process authority assessment (if required)
 - Hazards Worksheet specifics (include on worksheet specific target levels associated with the CCP's. (monitoring and corrective action for each CCP.)
 - Verification of that CCP's meet the plan.
 - Recall plan
 - Record keeping system. Records must be available for review.
 - Log Sheets, Include all that apply - Examples
 - Cold Holding temperature log (for each unit)
 - Thermometer calibration log
 - Cooking log
 - Cooling log
 - Reheating log
 - pH log
 - Employee Training log
 - Production logs
 - SOP's (Standard Operation Procedures) - Examples
 - No bare hand contact for ready to eat food
 - Personal hygiene – hand washing, illness policy etc.
 - Cross contamination
 - Calibrating thermometers
 - Cooling Time Temperature Control for Safety Foods (TCS)
 - ColdHolding
 - Cleaning and sanitation of food contact surfaces
 - Allergen control or Supply chain (supplier certification)