



HACCP Plan Review Submittal Form

Hazard analysis critical control point (HACCP) is a preventive approach to food safety. It identifies food safety hazards in the food production process and designs measurements to reduce those hazards to a safe level. HACCP includes having a written plan that addresses identified critical control points (CCPs) where illness or injury is reasonably likely to occur in the absence of the hazard's control.

Submit completed form and provide all documents relating to your establishment's HACCP plan to Minnesota Department of Health, Food, Pools, and Lodging Services Section by fax (651-201-4572), email (health.foodlodging@state.mn.us) or U.S. mail (see above). If you have further questions, please contact us at: 651-201-4500.

Establishment information

Establishment name: Cool Cucumber Cuisine		Date: January 21, 2015
Establishment address: 12345 1 st Street		
City, state, ZIP code: Anytown, MN 55555		License number: 123456
Corporate name:		
Mailing address (if different):		
City, state, ZIP code:		
Primary contact for HACCP plan: Mr. Carl Cool		Phone: 555-555-5555
Primary contact email address: carl.cool@gmail.com		

HACCP team

Name	Job title or description
Peter Piper	Supervisor
Patricia Piper	Person in charge
Carl Cool	Owner/Manager
Chris Cucumber	Chef



Reason for this HACCP plan submittal

Please check one of the following:

- New HACCP plan submittal
- Modification of existing HACCP plan

Activity or food category

Please check one of the following:

- Cooking raw animal foods under Minnesota Rules, part [4626.0340](#), item C (2).
- Operating and maintaining molluscan shellfish tanks under Minnesota Rules, part [4626.0610](#), item B.
- Removing tags or labels from shellstock under Minnesota Rules, part [4626.0220](#), item B (2).
- Reduced oxygen packaging (ROP) under Minnesota Rules, part [4626.0415](#) or [4626.0420](#). ROP methods include vacuum packaging, cook-chill, sous vide, modified atmosphere packaging (MAP), and controlled atmosphere packaging (CAP).
- Smoking or curing food, except for smoking done for the purpose of imparting flavor only and not as a part of the cooking process under Minnesota Rules, part [4626.0415](#).
- Using food additives or adding components, including vinegar, to preserve food rather than to enhance flavor, or to render the food so that it is not potentially hazardous under Minnesota Rules, part [4626.0415](#) (e.g., acidifying rice for sushi).

Product details

Provide product names, ingredient lists, formulations and recipes. You must provide additional scientific documentation when required by the regulatory agency, addressing the food safety concerns involved for this HACCP activity.

Dill Pickles

Yields: one batch, 6 (16 oz.) jars

Only water bath canning will be used.

The recipe used is a standard recipe and process from Ball® Blue Book™ at:

www.freshpreserving.com/recipes/dill-pickle-recipe

Ingredients and Canning Materials:

- 4 lbs. pickling cucumbers (about 16 small to medium)
- 3 cups sugar
- 2 Tbsp. salt
- 6 cups vinegar
- 2 Tbsp. mixed pickling spice
- Green or dry dill (1 head per jar)
- 6 (16 oz.) pint glass preserving jars with lids and bands

Directions:

1. WASH jars, lids and bands in warm soapy water. Set lids and bands aside.
2. PREPARE boiling water canner. Heat jars in simmering water until ready for use. Do not boil.
3. WASH cucumbers. Drain. Cut cucumbers into 1/4-inch thick slices, discarding ends.
4. COMBINE sugar, salt and vinegar in a large saucepan. Tie spices in a spice bag and add to vinegar mixture. Bring to a boil. Reduce heat and simmer 15 minutes. Keep hot until ready for use. Remove spice bag.
5. PACK cucumbers into hot jars leaving 1/2 inch headspace. Place one head of dill in each jar.
6. LADLE hot liquid over cucumbers leaving 1/2 inch headspace. Remove air bubbles. Wipe rim. Center lid on jar. Apply band and adjust until fit is fingertip tight.
7. PROCESS filled jars in a boiling water canner for 15 minutes, adjusting for altitude. Remove jars and cool. Check for seal after 24 hours. Lids should not flex up and down when center is pressed.



Intended use and consumer

Please check one or more of the following to indicate how the product will be used.

- Ready-to-eat; served in the food establishment to consumers.
- Ready-to-eat; distributed to satellite location; served at satellite location to consumers.
- Ready-to-eat; packaged and sold in the food establishment for home use.
- Raw; served in the food establishment to consumers.
- Raw; distributed to satellite location; served at satellite location to consumers.
- Raw; packaged and sold in the food establishment for home use.

Other:

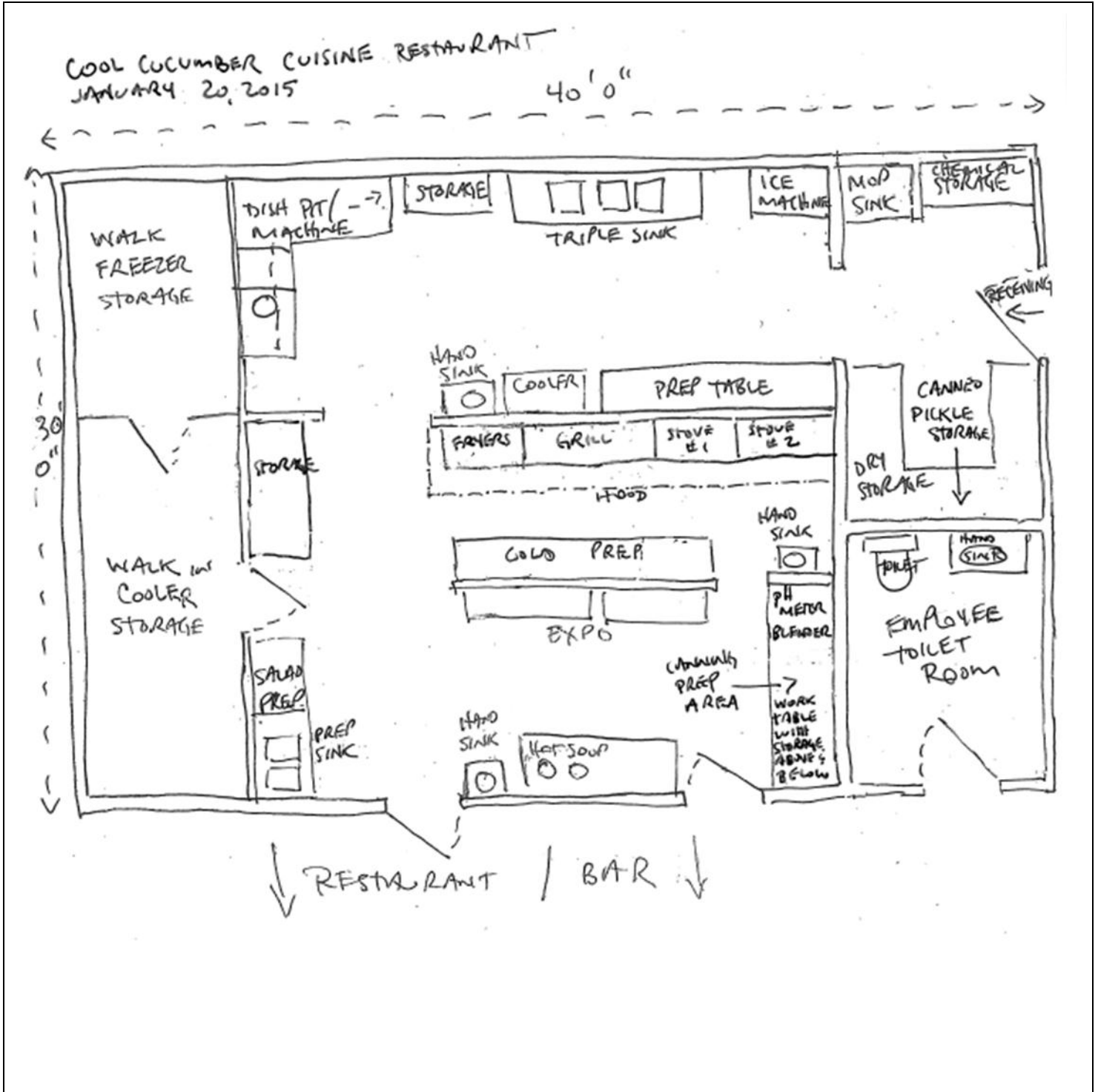
Shelf life

For each storage method included in your HACCP plan, indicate maximum time products will be stored.

After processing and cooling, jars will be stored four to five weeks to develop ideal flavor. Jars will not be kept for more than 12 months from the date prepared.

Layout of production area

Provide a hand drawing, blueprint or other diagram of production area. Include all areas involved with your HACCP activity. Important details may include: sink types and locations; equipment locations; and receiving, storage, preparation and processing areas.



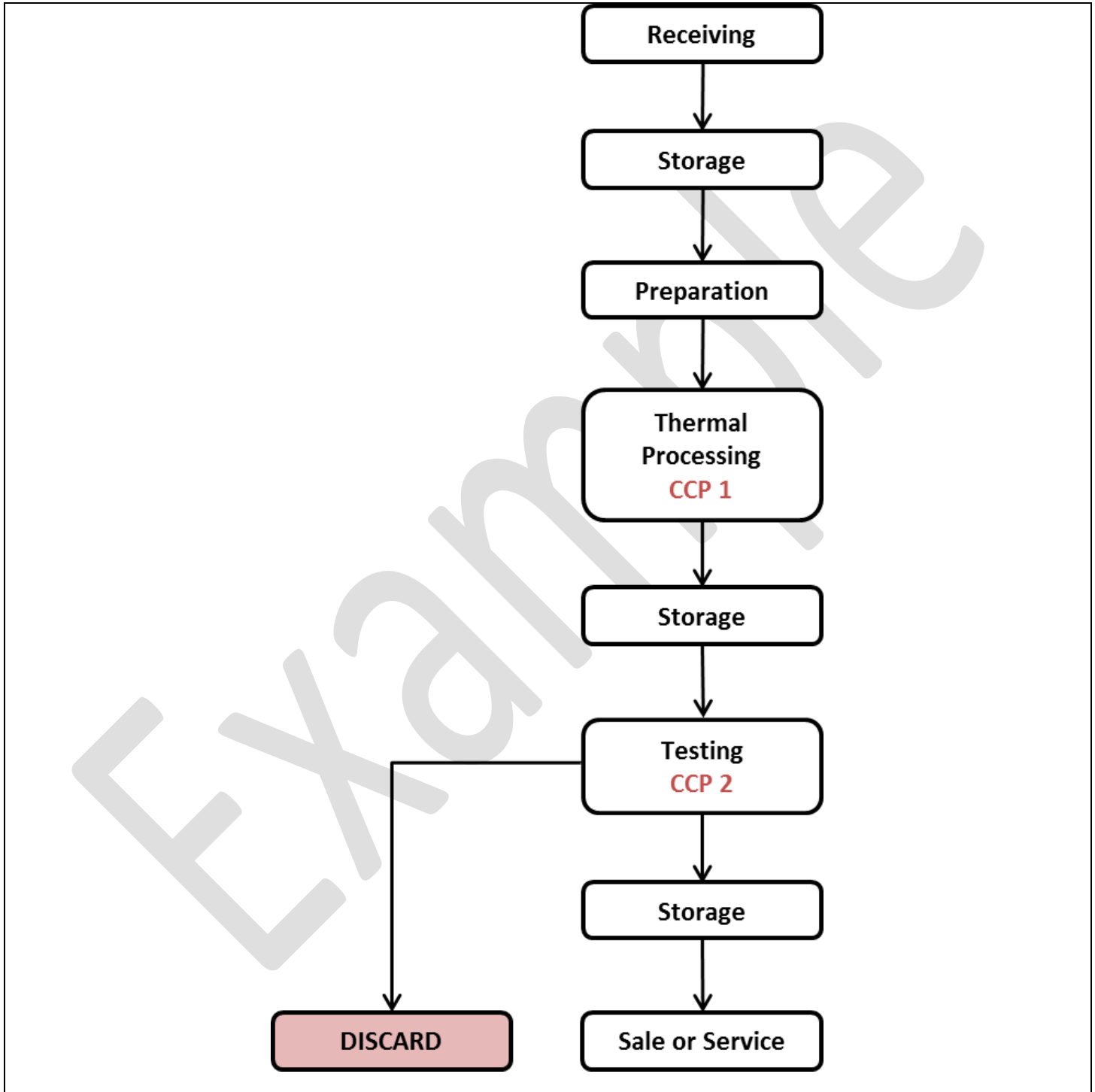
Equipment and materials

List all equipment and materials used for this HACCP activity. Include manufacturer names and model numbers. Attach specification sheets, if available.

Equipment or Materials	Manufacturer name and model number
Stoves	Brand X, Model CC; Brand X, Model BB
Boiling water bath canner	Brand X
Canning rack	Brand Y
Glass preserving jars, lids and bands	Brand C
Kitchen utensils: ladle, funnel, knives and slicer, jar lifter, magnet, measuring cups and spoons	Brand Z
Walk-in cooler:	Brand Y, Model AA
Timer	Brand W
pH meter	Brand B, Model BB
Distilled water	
Buffer solutions 4.0 and 7.0	Brand X
Clear plastic or metal blender cups for pH testing	
Blender	Brand T, Model CC

Food flow diagram

Provide a written flow diagram for foods covered in this HACCP plan. You must identify process steps from receiving through service. You must identify the critical control points (CCPs) on the flow diagram.





Hazard analysis

You may use the chart below to conduct and document your hazard analysis. Your HACCP plan must include CCPs for each identified hazard.

Establishment name: Cool Cucumber Cuisine			Category and food products: Preserved food, pickles		
Establishment address: 12345 1 st Street, Anytown, MN 55555			Intended use and consumer: Ready-to-eat; served in the food establishment to consumers		
			Date: January 21, 2015		
Step from food flow diagram.	Identify potential biological (B), chemical (C), and physical (P) hazards introduced, controlled, or enhanced at this step.	Are any potential food safety hazards significant? (Yes/No)	Justification for decision.	What preventive measure(s) can be applied for the significant hazards?	Is this step a CCP? (Yes/No)
Receiving	(B) Yeast and mold (mycotoxin) (B) Pathogens: <i>Salmonella</i> spp., and shiga toxin-producing <i>E. coli</i> , <i>Listeria monocytogenes</i> , yeast and mold (mycotoxin)	No	Yeast and mold (mycotoxin) growth and spores and bacterial pathogens may be present on produce and spices but normally should not be at levels hazardous to public health.	Products will be purchased from approved suppliers and received at proper temperatures. Control measures: Storage step and thermal processing step	No
	(P) Foreign material, (C) Poisonous chemicals	No	When purchased from approved suppliers, ingredients and materials normally do not contain foreign material or chemicals above food safety threshold.	Products will be purchased from approved suppliers. Control measure: Standard operating procedures (SOPs)	No
Storage	(B) Yeast and mold (mycotoxin) (B) Pathogens: <i>Salmonella</i> spp., and shiga toxin-producing <i>E. coli</i> , <i>L. monocytogenes</i> , yeast and mold (mycotoxin)	No	Yeast and mold (mycotoxin) growth and spores and bacterial pathogens may be present on produce and spices but normally should not be at levels hazardous to public health.	All products will be immediately stored in coolers and dry storage areas. Control measure: SOPs	No



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Step from food flow diagram.	Identify potential biological (B), chemical (C), and physical (P) hazards introduced, controlled, or enhanced at this step.	Are any potential food safety hazards significant? (Yes/No)	Justification for decision.	What preventive measure(s) can be applied for the significant hazards?	Is this step a CCP? (Yes/No)
Preparation	(B) Pathogens: <i>Salmonella</i> spp., and shiga toxin-producing <i>E. coli</i> , <i>L. monocytogenes</i> , yeast and mold (mycotoxin)	No	Yeast and mold (mycotoxin) growth and spores and bacterial pathogens may be present on produce and spices but normally should not be at levels hazardous to public health.	An acceptable standard recipe and process for acidification of the product will be followed. All fresh produce will be rinsed with tap water prior to further preparation. Control measures: Thermal processing and testing steps	No
	(P) Foreign material	Yes	Potential of broken glass or materials from handling jars.	Jars with lids and bands will be inspected before filling. Control measure: SOPs	No
Thermal processing	(B) Pathogens: <i>Salmonella</i> spp., and shiga toxin-producing <i>E. coli</i> , <i>L. monocytogenes</i> , yeast and mold (mycotoxin) (C) Toxin: Botulinum toxin	Yes	Survival of bacteria and yeast and mold if products are not properly thermally processed to correct temperature and time. Thermal processing does not eliminate botulinum toxin nor spores.	Filled jars will be processed in boiling water canner for 15 minutes or greater when adjusted for altitude.	Yes CCP 1
Storage	(B) Pathogens: <i>C. botulinum</i>	Yes	It takes time for all portions of the thermally processed product to reach a finished product pH of 4.6 or below.	All jars from each batch will be stored for at least seven days from the date prepared.	No



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Step from food flow diagram.	Identify potential biological (B), chemical (C), and physical (P) hazards introduced, controlled, or enhanced at this step.	Are any potential food safety hazards significant? (Yes/No)	Justification for decision.	What preventive measure(s) can be applied for the significant hazards?	Is this step a CCP? (Yes/No)
Testing	(B) Pathogens: <i>C. botulinum</i>	Yes	Finished product pH of 4.6 or below controls the pathogen growth and toxin formation.	Finished product pH 4.6 or below.	Yes CCP 2
Labeling	Not Applicable (NA)	NA	Product does not contain allergens. Product is ready-to-eat; served in the food establishment to consumers.	NA	NA
Storage	(B) Pathogens: <i>C. botulinum</i>	No	All finished product remain sealed until ready for sale or service.	NA	No
Sale or Service	(B) Pathogens: <i>C. botulinum</i> , yeast and mold (mycotoxin), viruses	Yes	Introduction of pathogens if products are improperly handled after the jar is open.	Upon opening, products will be served. Control measure: SOPs	No
Discard	None	NA	NA	NA	No



HACCP plan form

Complete the chart below. Identify each CCP and describe: the critical limit; method and frequency for monitoring and controlling the CCP; method and frequency for person in charge (PIC) to verify that food employees are following standard operating procedures (SOPs) and monitoring CCPs; corrective action when critical limits are not met; and how records are maintained.

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			Date: January 21, 2015						
Critical control point (CCP)	Significant hazard(s)	Critical limits for each hazard	Monitoring				Corrective action(s)	Records	Verification
			What	How	Frequency	Who			
CCP 1 Thermal Processing	(B) Pathogens: <i>Salmonella</i> spp., and shiga toxin-producing <i>E. coli</i> , <i>L. monocytogenes</i> , yeast and mold (mycotoxin) (C) Toxin: Botulinum toxin	Process all filled jars in a boiling water canner for 20 minutes (adjusted for altitude).	Processing temperature and time	Visually confirm water is boiling. Use a timer.	Each batch	Chef or other designated employee	Ensure that jars are submerged in boiling water and restart the timer. Discard product immediately if for some reason the water cannot reach and maintain a boil for the required time. Identify and retrain employee(s) on how to ensure that critical limits are met. Record corrective actions on the Thermal Processing and pH Testing Log.	Thermal Processing and pH Testing Log. Maintain all records for at least two years.	Chef, supervisor or person in charge (PIC) must review all records within seven days of completion to verify plan is being followed. Chef and manager must conduct at least yearly review of process. All employees must use and maintain equipment per manufacturer's specifications.



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Critical control point (CCP)	Significant hazard(s)	Critical limits for each hazard	Monitoring				Corrective action(s)	Records	Verification
			What	How	Frequency	Who			
CCP 2 Testing	(B) Pathogens: <i>C. botulinum</i>	pH of 4.6 or below	pH of finished product	Use a pH meter. Follow SOPs for preparing product slurry, calibrating pH meter, and testing pH.	Each batch	Chef or other designated employee	If product slurry does not meet critical limit, the batch will be discarded. Identify and retrain employee(s) on how to ensure that critical limits are met. Record corrective actions on the Thermal Processing and pH Testing Log.	Thermal Process and pH Testing Log. Maintain all records for at least two years.	Chef, supervisor or person in charge (PIC) must review all records within seven days of completion to verify plan is being followed. Chef and manager must conduct at least yearly review of process. All employees must use and maintain equipment per manufacturer's specifications.

Standard Operating Procedures (SOPs)

Include SOPs that describe how you conduct procedures specific to this HACCP activity. SOPs necessary for your HACCP activity may include: maintenance of specialized equipment (e.g., pH meter calibration; cleaning and sanitization of clean-in-place (CIP) equipment) and employee training (e.g., monitoring, corrective action and record-keeping procedures; proper formulation of food additives).

SOP for CCP 1 Thermal Processing:

Significant hazards

If improperly thermally processed, the following biological and chemical hazards could cause illness:

- *Clostridium botulinum*
- Botulinum toxin
- Yeast
- Mold

Critical limits for each hazard

Follow recipe directions to process filled jars in a water bath canner. Processing time must be adjusted for altitude. The altitude for our restaurant located at 12345 1st Street, Anytown, Minnesota is 1,240 feet. Process filled jars for 15 minutes per recipe + 5 minutes adjusted for altitude = 20 minutes total processing time.

Monitoring

Chef or other designated employee must confirm the thermal processing temperature and time of each batch by visually observing the water boiling and using a timer. Record observation of boiling and processing time on the Thermal Processing and pH Testing Log.

Corrective action(s)

If thermal processing critical limits are not met:

- Ensure that jars are submerged in boiling water and restart the timer.
- If for some reason the water cannot reach and maintain a boil for the required time, discard product immediately.
- Identify and retrain employee(s) on how to ensure that critical limits are met.
- Record corrective actions on the Thermal Processing and pH Testing Log.

Records

Record all required information on the Thermal Processing and pH Testing Log. Maintain all records for at least two years.

Verification

Chef, supervisor or person in charge (PIC) must verify that employees are monitoring and checking thermal processing temperatures and times by:

- Visually monitoring employees during their shift.
- Reviewing all records including Thermal Processing and pH Testing Log within seven days.

Chef and manager must conduct a yearly review of canning process.

All food workers must use and maintain equipment per manufacturer's specifications.

SOP for CCP 2 Testing:

Significant hazards

If improperly acidified, the following biological hazards could cause illness:

- *Clostridium botulinum*
- Yeast
- Mold

Critical limits for each hazard

The pH of the finished product must be pH of 4.6 or below.

Monitoring

Chef or other designated employee must test each batch 24 to 48 hours after thermal processing by following the steps below for calibrating pH meter, preparing product slurry, and testing pH of finished product.

Calibrate pH meter:

1. Prior to testing, the electrodes, buffer solutions, product and distilled water need to be at a temperature between 68°F and 86°F.
2. Calibrate pH meter on each day product will be tested, or when readings are in doubt.
3. Calibrate pH meter according to manufacturer's instructions.
4. Only use buffer solutions that have not exceeded the labeled expiration dates.
5. Use pH 4.0 and 7.0 buffer solutions.
6. If the pH meter does not read the buffers correctly, recalibrate the pH meter according to the manufacturer's instructions or replace the meter.

Prepare product slurry:

1. Select one jar from each batch.
2. Place 1/2 cup of the solid product with 1/8 cup of distilled water in a clear plastic or metal blender cup.
3. Blend the product for approximately 20 seconds to create uniform slurry.

Test product pH:

1. Use the pH meter to test the pH of the slurry. Do not use pH papers or strips.
2. Record product pH on the Thermal Processing and pH Testing Log.

Corrective action(s)

If finished product pH critical limit is not met:

- Discard the batch.
- Identify and retrain employee(s) on how to ensure that critical limits are met.
- Record corrective actions on the Thermal Processing and pH Testing Log.

Records

Record all required information on the Thermal Processing and pH Testing Log. Maintain all records for at least two years.

Verification

Chef, supervisor or person in charge (PIC) must verify that employees are monitoring and checking finished product pH by:

- Visually monitoring employees during their shift.
- Reviewing all records including Thermal Processing and pH Testing Log within seven days.

Chef and manager must conduct a yearly review of ROP process.

All food workers must use and maintain equipment per manufacturer's specifications.



Information for Employees

Hazard analysis critical control point (HACCP) is a preventive approach to food safety. It identifies food safety hazards in the food production process and designs measurements to reduce those hazards to a safe level. HACCP includes having a written plan that addresses identified critical control points (CCPs) where illness or injury is reasonably likely to occur in the absence of the hazard's control.

This HACCP plan:

- Is for our food establishment at the specified address only. It is our plan and does not apply to any other food establishment located in Minnesota. It is not transferable to another location.
- Is only for the food activities listed in the plan. If we intend to conduct additional activities or make additional foods that require HACCP, we must submit a new or amended HACCP plan and have it approved prior to doing implementation.
- Must be maintained on site and be followed as written.
- Includes specific records that we must complete and maintain for the minimum time frames as indicated in the plan.
- Is not a stand-alone food safety program. We still need to comply with all applicable requirements of the Minnesota food code, as well as other applicable federal, state, county, and city regulations or requirements.

Prerequisite programs

Describe facility-wide considerations implemented in all phases of the food operation that allow you to have active managerial control over personal hygiene and cross-contamination. Include sanitation standard operating procedures (SSOPs) that address the following: how employees comply with part [4626.0225](#) relating to contamination from hands; minimizing cross contamination; cleaning and sanitization procedures; restriction or exclusion of ill employees. Include a description of your training programs that ensure food safety in your operation.

Canning

Only employees that are trained in the use of the canning equipment and canning process shall conduct canning operations.

Ensure that facilities in the area where canning operations are to be conducted are clean and sanitary and are in good physical condition. Canning operations must only be conducted in the designated area.

Ensure that all equipment is operating properly and safely. Ensure that equipment involved in the canning process has been properly cleaned and sanitized according to regulation and food establishment policy.

Ensure that employees are in compliance with employee practices requirements in the Minnesota food code. This includes employee illness, hygiene, handwashing, clean clothing, etc.

Ensure that food employees properly wash all fresh produce.

Preparing Glass Preserving Jars:

Always refer to the manufacturer's instructions for selecting, cleaning, and preheating jars, lids and bands prior to use.

- Select jars that have no visible scratches, nicks, chips, or uneven rims.
- Use new lids. Check lids for scratches or uneven or incomplete sealing compound.
- Bands should be easy to slide on the jar, without any signs of warping or corrosion.
- Wash jars, lids and bands in hot soapy water. Rinse well. Dry bands; set aside. Leave lids and bands at room temperature for easy handling.
- Place jars in water (filling jars with water from the saucepan will prevent flotation). Bring to a simmer over medium heat. Keep jars hot until ready for use. You may also use a dishwasher to wash and heat jars. Keeping jars hot prevents them from breaking when hot food is added.

Thermal Processing:

- Before you start preparing your food, fill the canner with enough water to cover jars. The amount of water in the canner will need to be adjusted so it will be 1 to 2 inches over the top of the filled jars.
- Preheat water to a simmer while food is being prepared.
- Load filled jars, fitted with lids, into a canner rack and use the handles to lower the rack into the water; or fill the canner with the rack in the bottom, one jar at a time, using a jar lifter. When using a jar lifter, make sure it is securely positioned below the neck of the jar (below the screw band of the lid). Keep the jar upright at all times. Tilting the jar could cause food to spill into the sealing area of the lid.
- Add more boiling water, if needed, so the water level is at least 1 to 2 inches above jar tops. For process times longer than 30 minutes, the water level should be at least 2 inches above the tops of the jars.
- Turn heat to its highest position, cover the canner with its lid, and heat until the water in the canner boils vigorously.
- Process the jars for the amount of time specified in the recipe.
- Keep the canner covered and maintain a boil throughout the process schedule. If the water stops boiling at any time during the process, bring the water back to a vigorous boil and begin the timing of the process over, from the beginning.
- Add more boiling water, if needed, to keep the water level at required level.

- When jars have been boiled for the recommended time, turn off the heat and remove the canner lid. Wait 5 minutes before removing jars.
- Using a jar lifter, remove the jars and place them on a towel, leaving at least 1-inch spaces between the jars during cooling.

Identifying batch numbers

Mark each jar with the batch number: Example: A01/21/15.

Storage

- Let jars sit undisturbed to cool at room temperature for 12 to 24 hours.
- When jar is fully cooled after thermal processing, check all lids to ensure a proper seal is established. If any jars did not seal, discard product.

Employee Practices

Hands and fingernails are to be thoroughly washed for twenty seconds in a hand sink with soap and warm water. Dry with single use towels.

Handwashing is to be done at the following times:

- After using the toilet
- After coughing, sneezing, using a tissue, using tobacco, eating or drinking
- After handling soiled utensils or equipment
- Immediately before engaging in food preparation activities
- During food preparation activities necessary to remove soil and prevent cross contamination
- When switching between raw and ready-to-eat foods
- Other times needed to maintain good sanitation

Fingernails must be trimmed, filed, and free of nail polish. Artificial nails are prohibited.

Eating and drinking is prohibited in areas where contamination of exposed food, utensils, etc. can occur.

Effective hair restraints must be worn in processing areas.

Smoking and other uses of tobacco are prohibited in processing areas.

Clean outer clothing must be worn and changed as often as necessary throughout the day if soiled.

No jewelry (except a wedding band or other plain ring) is allowed when handling food.

Food employees must report to a person in charge when they have a symptom caused by illness, infection or other source that is associated with diarrhea, vomiting or other acute gastrointestinal illness; or jaundice.

The person in charge must impose the proper restrictions and exclusions according to the rule and record on an Employee Illness Log.

Cleaning and Sanitizing of Food-Contact Surfaces

Properly cleaned and sanitized food-contact surfaces are critical to ensuring a safe, sanitary operation. Use of approved cleaners and sanitizers will reduce levels of pathogenic organisms to prevent cross-contamination of the product.

Detergent cleaners suspend and help remove various food soils. Chemical sanitizers (chlorine, quaternary ammonia, etc.) reduce the numbers of pathogens and other microorganism to insignificant levels.

Clean and sanitize food-contact surfaces by:

1. **Washing:** Use warm water and soap or detergent to thoroughly wash all equipment and utensils after each use. Scrub all surfaces to make sure food scraps and grease are removed.
2. **Rinsing:** Use clean, warm water to rinse equipment and utensils after washing. Make sure to remove all remaining soap or detergent.

3. Testing sanitizer solution: Ensure that an appropriate chemical test kit is available and routinely used to ensure that accurate concentrations of the sanitizer solutions are being used.
4. Sanitizing: Mix sanitizing solution according to label instructions. Use the chemical test kit to make sure the proper amount of sanitizer is used. (Re-test the solution if it becomes dirty.) Soak clean equipment and utensils in the sanitizer solution according to label instructions. Exposure time is important to ensure effectiveness of the chemical.
5. Air drying: Allow all cleaned and sanitized equipment and utensils to air dry before stacking or storing. Don't use towels.
6. When automatic dishwasher is used, follow manufacturer's instructions for all washing, rinsing, and sanitizing.

Record-keeping

Attach all blank record-keeping forms your employees will use for the processes covered in this HACCP plan. You must have procedures to monitor all SOPs (e.g., daily thermometer accuracy log; pH meter calibration log). You must have procedures to monitor all CCPs (e.g., cooking, cooling, storage and corrective action log; product pH testing and corrective action log). Include verification for each record.

Example



Thermal Processing and pH Testing Log

Product:	
Date prepared:	Batch number:
Container size:	Number of containers:

Thermal Processing		
Visually check – water boiling: Yes or No	Boil time: min.	Initials:

pH Meter Calibration		
Date calibrated:	Time calibrated:	Initials:

pH Testing		
Product pH:	Date and time tested:	Initials:

Labeling (if identified as a CCP through hazard analysis)		
Visually check each container – allergens listed: Yes No Not Applicable	Date:	Initials:

Corrective action(s) (for each CCP not met record action taken, date, and initial)

Verified by (Initials):
Date: