

## **Maryland Department of Health and Mental Hygiene Guidelines for Submitting Hazard Analysis Critical Control Point (HACCP) Plans**

Maryland Health-General Code Annotated and the Code of Maryland Regulations (COMAR) require that plans and specifications be submitted to the local health department when anyone proposes to construct a food establishment, remodel or alter a food establishment, or significantly change/add menu items. The minimum information provided must include the plans and specifications of the building and food equipment and any other information required by the local health department. A plan must be submitted that identifies foods received, processed or manufactured and the food handling and preparation procedures, as well as employee training procedures, in order to assess proper identification of potential hazards. A plan with this information is called a HACCP plan. HACCP plans are required for all facilities that are classified as MODERATE or HIGH priority facilities.

This guideline is intended to help you in providing the required HACCP plans.

### **INFORMATION NECESSARY:**

1. Menu or list of foods served: Provide a copy of the menu or a list of foods that will be prepared and served to the public.
2. Food Service System: Specify the types of food service systems you will use. They include: Cook-Serve; Cook-Hot Hold-Serve; Cook-Chill-Reheat-Hot Hold-Serve...etc.
3. Number of meals prepared: Estimate the number of meals served on average daily.
4. Population served: Specify what groups of people you serve. Those most at risk are children, the elderly, immunocompromised, pregnant and hospitalized people.

### **GENERAL FOOD PREPARATION INFORMATION:**

1. Describe how you will insure that foods received are from an approved source and at correct temperature upon receipt.
2. Specify how raw meats, poultry, seafood and produce will be stored.
3. Specify the three ways to properly thaw frozen food.
4. Specify at least three ways for properly chilling and storing hot foods and the time/temperature requirements for food during the cooling process.
5. List the categories of food that will be prepared more than 12 hours in advance of serving.
6. Specify how the ingredients for cold ready-to-eat foods will be pre-chilled and mixed so as to maintain proper temperatures.
7. Specify whether any prepared foods are distributed off-premises and how temperatures will be maintained in transit.
8. Specify which foods are in reduced oxygen packaging.

### **HACCP PLAN INFORMATION:**

1. For menu items identified as potentially being involved in food-borne illnesses, a HACCP plan must be submitted and approved by the Health Department. The HACCP plans should then be available to all kitchen personnel.