

*HACCP Questions & Answers
10-12-2007*

Complied below are some questions and answers stemming from a recent teleconference and some frequently asked questions. If you have further questions, please contact Andrea Stasyszen, Program Specialist: 465-8709

There is a resource section on the website at <http://www.eed.state.ak.us/tls/cns/NSLP4.html>

Q: Is the HACCP plan created for a sponsor level or by site level? What if the sites are very similar?

A: The LEA's overall food safety program must include a written plan for each individual site in the LEA and be based on Hazard Analysis and Critical Control Point (HACCP) principles. It is easier than it sounds because USDA has simplified the process and by following the Guidance (listed in the resource section) your program will adhere to HACCP principles. To help you develop your program, there is a food manager's checklist and a sample food safety program listed in the resource section.

Q: Does the District Food Service Director have to complete the food safety checklist?

A: No, the Food Service Director does not have to complete the food safety checklist; instead they will assign a Food Safety Manger at each site to use the Food Safety Checklist to formally monitor foodservice staff at least once per week.

It is up to each district to decide how often they will review what is done at the site level, however, being physically on site to monitor should occur at least once a year and could be done at the same time as the site monitoring visits required for other parts of the program like counting & claiming and civil rights compliance. For more information on monitoring refer to page 63 in the HACCP guidance.

Q: What type of records must be kept and whose responsibility is that?

A: Determine what records must be kept, where to keep them, and which staff member(s) will be responsible for maintaining them.

Some of the types of records that should be maintained include:

- Records documenting the SOPs
- Time and temperature monitoring records
- Corrective action records
- Verification or review records
- Calibration records
- Training logs
- Receiving logs

Please view page 18 & 19 in the HACCP guidance for more detailed information on record keeping.

Q: What if a site doesn't actually prepare any food but just is passing out prepared lunches; do they still need a food safety plan?

A: Yes, all sites need a food safety plan. It would include things like Standard Operating Procedures (SOP's) for transporting and receiving, and holding food at the proper temperatures.

Q: On the Food Safety Template, there is a section to list employees. If the staffing list is extensive must all of them be listed including substitutes?

A: Yes, all staff that work in the kitchen on a regular or frequently occurring basis should be listed as school foodservice staff. This ensures that they are aware of their responsibilities and the roles that they play in your food safety plan. This also ensures that staff who encounter the food served to your students, act in an approved and safe manner per your written food safety plan. If using the template for this page is unreasonable for a longer list, than you can enter the data in a spreadsheet format or another format that works the easiest for you.

Q: How often should follow up Food Safety training with site staff occur?

A: Follow up training can be done in a variety of ways. This would include looking at site level records and providing feedback to the site staff. This can include checking their records while on-site once a year. A formal follow-up training on the food safety plan should be done face to face on an annual basis possibly at the annual cooks training or another time when all food service staff come together.

Q: We have an extensive 6 week rotating menu. Must every item on that menu be put in a process?

A: Yes. Every item you are preparing and serving should have a process. There are some recipes with the Critical Control Points (CCP) already listed in them. These can be found in the NSLP resources section online.

Q: Who must have a food worker card and how do I take the test?

A: Per DEC, "Food Workers" are people who handle food for the public. You will need to get a Food Worker Card if you work as a server, busser, cook, prep-cook, dishwasher, or licensed day care food worker. Anyone who works with unpackaged food or food contact surfaces will need a card. You do NOT need a card if you are a cashier, delivery driver, or work as a volunteer. If are not sure whether you need a card, call the Food Safety and Sanitation Program office at 1-877-SAFE-FOOD (1-877-233-3663). The food worker test and training are available online at <http://alaska.state.gogov.com/foodworker/>. Reminder: the test will cost \$10 after December 2007. It is also advisable that if you have a frequent kitchen substitute, that they get the food worker card. The food worker card is valid for 3 years.

Q: How many Certified Food Protection Managers (CFPM) does each sponsor need?

A: Sponsors are required to have 1 CFPM per each 5 sites. The CFPM should have authority to review the sites, issue corrective action, and follow up on that corrective action.

Q: Our sites are not receiving two food safety inspections per year as required by regulations. What do we do?

A: We understand that currently DEC does not have the resources to do two (2) inspections for each site. When DEC does inspect, be sure that you get a copy of the inspection and that it is posted on site and reported to the district Food Service Director.