# The HACCP Food Safety Training Manual





## **Contents**

1

```
Job Description xvi
      Food Safety vs. Sanitation xix
      Active Managerial Control xix
      HACCP STAR POINT 1
      PREREQUISITE PROGRAMS
Developing Prerequisite Programs 2
    Product Instructions 4
   Equipment 4
    Facility Design 7
Understanding Food Safety 9
   Using Standard Operating Procedures (SOPs) 9
Common Foodborne Illnesses 16
   Viruses 18
   Bacteria 18
   Parasites 20
   Duty to Report Foodborne Illness Diseases 20
    Major Food Allergens 21
International Food Safety Icons 29
Food Safety Match Game 30
Responsibilities Related to Food Safety 31
   Do Not Work If III 31
   Wash Your Hands 32
    No Bare-Hand Contact 33
    Do Not Cross-Contaminate 37
   Potentially Hazardous Foods: Time/Temperature Control for Safety of Food (PHF/TCS) 42
    Temperature Danger Zone (TDZ) 50
   Cook All Foods Thoroughly 54
   Cold Holding 58
   Hot Holding 58
    Cooling Food 60
    Wash, Rinse, Sanitize 64
Pest Control 67
Serving Food and Operating Self-Service Bars 68
   Serving Food 68
    Self-Service Areas 70
Prerequisite Programs Star Conclusion 72
Are You a Food Safety "Superstar"? 73
Summary of Food Safety Standard Operating Procedures (SOPs) 75
```

Acknowledgments v

HACCP Pretest xii
Training xiv

HACCP Introduction: Star Points to Food Safety vii

iii



### HACCP STAR POINT 2 FOOD DEFENSE

99

#### Federal Action Taken to Protect Our Food 100

Evolution of Food Defense 100

Food Defense vs. Food Security vs. Food Safety vs. Hoaxes 101

Hoaxes 103

Why Is Food Defense Important? 103

Reality Check 113

#### Training Employees in Food Defense 114

Crisis Management 117

Are You a Food Defense "Superstar"? 137



## HACCP STAR POINT 3 CREATE A HACCP PLAN

141

#### **HACCP Introduction 142**

What Is HACCP? 142

Why Is HACCP Important? 143

The HACCP Philosophy 147

#### Principle 1: Conduct a Hazard Analysis 149

Biological Hazards 150

Chemical Hazards 153

Physical Hazards 156

Hazard Analysis: A Two-Stage Process 157

#### Principle 2: Determine Critical Control Points 183

Critical Control Point Guidelines 184

Decision Trees to Determine Critical Control Points 184



## HACCP STAR POINT 4 WORK THE PLAN

193

#### Principle 3: Establish Critical Limits 194

Examples of Time and Temperature Critical Limits 196

Critical Limits: Minimum Internal Temperatures 198

Principle 4: Establish Monitoring Procedures 199

How Do You Monitor? 199

Principle 5: Identify Corrective Actions 205



# HACCP STAR POINT 5 CHECKS AND BALANCES

215

Principle 6: Verify That the System Works 216

Principle 7: Record Keeping and Documentation 230

Sample Record-Keeping Charts 233

**HAACP Principles Match Game 273** 

Are You a HACCP "Superstar"? 275

Appendix 277

Glossary 301

Resources 309

Index 315