

Montana School Nutrition Programs

Steps to Developing a School Food Safety Plan Based on the Process Approach to HACCP

Definition:

HACCP (Hazard Analysis and Critical Control Points) is a preventive food safety program designed to control food safety hazards as food flows through a food service operation from receiving to serving. School districts are required to have a School HACCP Plan.

Food Service Director/Manager:

- ✓ Attend an 8-hour ServSafe certification course every 5 years. ServSafe is the National Restaurant Association's food safety education program. Contact your county MSU Extension agent, county sanitarian, Montana Restaurant Association, 800-388-0236, Mike Callaghan, 406-208-0078, or Sysco 800-755-3673 for classes that are scheduled in your area.
- ✓ Attend School HACCP training offered by the Montana Team Nutrition Program. These areas are covered during the training:
 - Identify and document your recipes and menu items according to the process approach:
 - Process #1 – No Cook
 - Process #2 – Same Day Service
 - Process #3 – Complex Preparation
 - Process #4 – Non Hazardous (TCS) Food
 - Develop and implement Standard Operating Procedures that include:
 - Control measures and critical limits
 - Monitoring procedures
 - Corrective actions
 - Establish a Record Keeping System
- ✓ Standardize your recipes.
- ✓ Develop your School HACCP Plan. Review and revise your plan as needed until in place and then at least annually. Be sure to utilize the [HACCP plan template](http://opi.mt.gov/schoolnutrition) found on our website <http://opi.mt.gov/schoolnutrition>, look under Food Service, then under HACCP/Food Safety. Your local sanitarian can provide additional guidance.
- ✓ Make an attempt to get two sanitation inspections per year. Maintain documentation of communication with your county sanitarian.

All Food Service Staff: Attend a 4-hour ServSafe education course.

Resources:

Developing a School Food Safety Program materials from the Institute of Child Nutrition <http://nfsmi-web01.nfsmi.olemiss.edu/ResourceOverview.aspx?ID=57>

- ✓ *USDA Guidance for School Food Authorities: Developing a School Food Safety Program Based on the Process Approach to HACCP Principles* will help you implement a food safety program.
- ✓ Standard Operating Procedures (SOPs) in both Word and PDF format.

For more information contact the Montana Team Nutrition Program at (406) 994-5641, or School Nutrition Programs at (406) 444-2501.