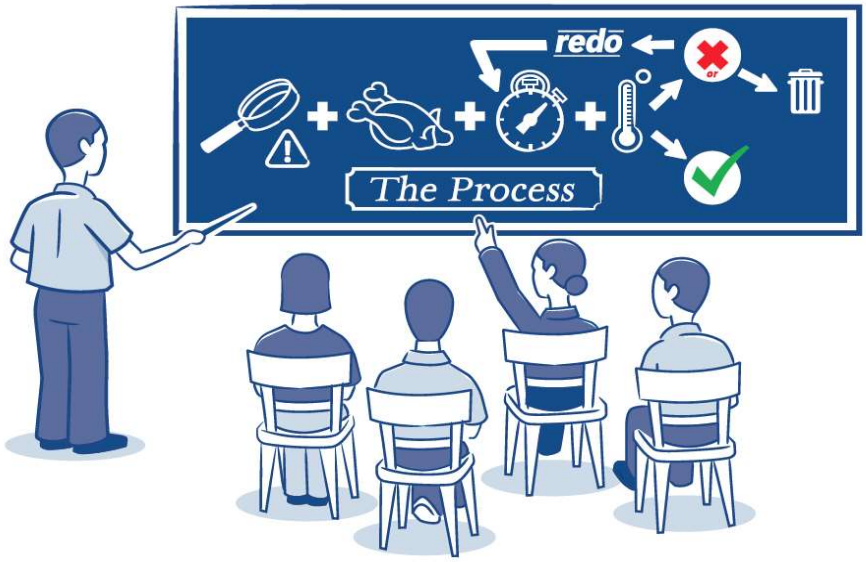
Food Safety Plan

Name of HUB

GENERIC PLAN



BRITISH COLUMBIA | Ministry of Health

Product Description

Product Description	
1. What is your product name and weight/volume?	A variety of products will be made using local ingredients and prepared by food HUB clients.
2. What type of product is it (e.g., raw, ready-to-eat, ready-to-cook, or ready for further processing, etc.)?	Sold frozen to be cooked, sold refrigerated or Ready to Eat (RTE).
3. What are your product's important food safety characteristics (e.g., acidity, Aw, salinity, etc.)?	Individual HUB users will have a food safety plan for their products.
4. What allergens does your product contain?	A list of allergens used by hub users will be maintained by FVAFH
5. What restricted ingredients (preservatives, additives, etc.) does your product contain, and it what amounts (e.g., grams)	A list of restricted ingredients used by hub users will be maintained by HUB Management.
6. What are your food processing steps (e.g., cooking, cooling, pasteurization, etc.)?	Receiving, Storage of Raw Materials and Packaging, Staging and Ingredient Preparation, (washing produce, opening packaging, organizing ingredients for use), Measure Ingredients, Cook, Cool, Package, Label, Case, Storage, Distribution.
7. How do you package your product (e.g., vacuum, modified atmosphere, etc.) and what packaging materials do you use?	A variety of packaging options will be used by hub users.
8. How do you store your product (e.g., keep refrigerated, keep frozen, keep dry) in your establishment and when you ship your product?	Stored and distributed at ambient temperature.
9. What is the shelf-life of your product under proper storage conditions?	Shelf life of products is determined by HUB User and reported in their Food Safety Plan
10. How is the best before date to be noted on your product?	The best before date that are on labels will follow the YYMMDD. Example 22SE24 (September 24, 2022)
11. Who will consume your product (e.g., the general public, the elderly, the immunocompromised, infants)?	General public.
12. How might the consumer mishandle your product, and what safety measures will prevent this?	Improper storage conditions. Not following cooking instructions Refrigerate product one opened to prevent mold growth and ensure product meets shelf life.
13. Where will the product be sold?	Wholesale, retail, food service
14. What information is on your product label?	Product labels meet the requirements of the federal Food and Drug Regulations.

Incoming Materials

Ingredients	
All HUB Users will submit a list of ingredients they use.	
Food contact processing aid materials	
All HUB Users will submit a list of ingredients they use.	
Food contact packaging materials	
All HUB Users will submit a list of packaging materials they use.	
Non-food contact packaging materials	
Labels	Shipping Cartons
Tape	Wooden pallets
Shrink wraps	
Chemicals (hand washing, sanitation and maintenance)	
Hand soap	Sanitizer
Hand sanitizer	Detergent
Degreaser	(See list of chemicals in HUB sanitation plan). All HUB Users that use a different chemical must provide information to HUB management.

Process Flow

Process Step Number	Process step (e.g., washing, cooling, drying)
1	Receiving
2	Storage of Raw Materials and Packaging
3	Staging and Ingredient Preparation) (washing produce, opening packaging, organizing ingredients for use)
4	Measure Ingredients
5	Cook **CCP1B**
6	Cool **CCP2B**
7	Package
8	Label
9	Case
10	Storage
11	Distribution

Establishment Process Flow Map

Insert drawing or link to file

Hazard Analysis and Controls

Process steps	Biological, chemical, and physical hazards	Measures that can be taken to control the hazards
1.(a) Receiving – Ingredients	**Biological:** Potential pathogen contamination due to poor agricultural practices. **Chemical:** Contamination and presence of natural toxin, environmental chemical residues, and sanitation chemicals. **Physical:** Contamination of foreign material (such as dirt, bits of wood, leaves) due to receipt of non-compliant products and improper harvesting practices.	**Transportation, Receiving and Storage** All ingredients are purchased from approved supplier. Inspect all incoming ingredients produce for quality and freshness. Packing slips are signed and dated. Record on receiving log.
1.(b) Receiving Food Contact Packaging Materials – .	**Biological:** Pathogen contamination due to contamination at supplier level. **Chemical:** Contamination and presence of allergen, chemical residues, and sanitation chemical at supplier level **Physical:** Contamination of foreign material (such as dirt, bits of wood, leaves)	**Transportation, Receiving and Storage** Use and purchase only food contact packaging material which is food-grade and approved by Health Canada. All packaging must be received intact and with no damage. Any packaging with damage must be rejected. Packaging materials are inspected at receiving and packing slips are signed and dated
1.(c) Receiving non-food contact packaging materials: Labels, Shipping Cartons, Tape.	None	**Transportation, Receiving and Storage** The non-food contact packaging material should not be in contact with the product or be source of contamination Materials are inspected at receiving and packing slips are signed and dated
1.(d) Receiving of sanitation chemicals.	**Chemical:** Potential chemical contamination due to receipt of non-compliant products.	**Transportation, Receiving and Storage** Use and purchase only sanitation chemicals that are food-grade and approved by Health Canada. MSDS sheets are available. Materials are inspected at receiving and packing slips are signed and dated

Process steps	Biological, chemical, and physical hazards	Measures that can be taken to control the hazards
2. Storage of Raw Materials and Packaging	**Biological:** Potential pathogen contamination due to pests and unsanitary conditions **Chemical:** Contamination due to improper receiving of non-food chemicals (sanitation chemicals) **Physical:** Contamination of foreign material (such as dirt, hair, bits of wood, plastic, glass)	**Transportation, Receiving and Storage Premises** Store products appropriately and use FIFO inventory procedures. Protect products and store products away from cooler wall and off the floor. Follow sanitation plan Do not receive sanitation chemicals at the same time as receiving ingredients or packaging. Monitor establishment condition and temperature of freezers and coolers.
3. Staging and Ingredient Preparation (washing produce, opening packaging, organizing ingredients for use)	**Biological:** Pathogen growth due to time and temperature abuse Potential pathogen contamination due to contaminated water supply. Pathogen contamination due to unsanitary equipment and employee mishandling and hygiene. **Chemical:** Potential heavy metal, environmental contamination due to contaminated water supply.	**Personnel Hygiene and Training:** A personnel training program is in place. Produce is washed in a sanitized sink and drained and put in plastic NSF tub. Employees work quickly and return items to cooler as quickly as possible. **Sanitation:** A sanitation program is in place. **Premises:** Establishment uses well water (?). Water potability test is done weekly by Health Authority.
4. Measure Ingredients.	**Biological:** Contamination and growth of pathogen (Coliforms, *Salmonella, Listeria m, E. coli, Staphylococcus aureus*) due to time and temperature abuse, unsanitary equipment and employee mishandling and hygiene. **Chemical:** contamination with cleaning/sanitizing chemicals **Physical:** Contamination of foreign material (such as dirt, hair, bits of packaging, plastic, metal fragments)	**Personnel Hygiene and Training** Monitor employee personnel hygiene practices (e.g., hand washing) **Sanitation** Clean and sanitize equipment and area as per the Sanitation Plan
5. Cook	**Biological**: Pathogen survival due to improper agitation, improper temperature distribution, and/or improper application of time / temperature combinations (*e.g., Salmonella* spp., *Shigella* spp., *Escherichia coli*, *Escherichia coli O157:H7*, *Listeria monocytogenes, Clostridium botulinum*)	**CCP 1B** **CCP SOP:** Temperature of product is monitored by production employee and recorded on Batch Report. Calibrate thermometer as per preventative maintenance program

Process steps	Biological, chemical, and physical hazards	Measures that can be taken to control the hazards
6. Cool	**Biological**: Pathogen contamination due to inadequate cooling (e.g., *Clostridium perfringens, Listeria monocytogenes*)	**CCP2B** During cooling, the product's internal temperature must not remain between 60°C (140°F) and 20°C (70°F) for more than 2 hours. The products internal temperature must not remain between 20°C (70°F) and 4°C (40°F) for more than 4 hours. Record on batch report.
9. Package	**Biological:** Pathogen growth due to time and temperature abuse. Pathogen contamination due to unsanitary equipment. **Physical:** Hazardous extraneous material (glass) due to breakage during filling operation.	**Personnel Hygiene and Training, Sanitation** A sanitation program is in place. Personnel hygiene program in place. Personnel are trained on glass breakage procedure.
11. Label	None identified	Use of food graded inks and glue for printing bb dates and label pasting.
11. Case	None identified	
13 Storage	**Biological:** Potential pathogen growth due to time and temperature abuse and not following first in/first out rotation Pathogen contamination due to damaged packaging and unsanitary conditions.	**Equipment Maintenance** Product is stored in cooler. Cooler temperature is monitored daily and recorded on Cooler Temperature Log **Premises, Transportation, Receiving and Storage** Store products appropriately and use FIFO inventory procedures. Protect products and store products away from cooler wall and off the floor.
14 Distribution.	**Biological:** None **Chemical:** None. **Physical:** humidity which can destroy cartons/ storage boxes	**Transportation, Receiving and Storage** **Palletizing SOP:** Use undamaged pallets, proper shrink wrapping and personnel hygiene practices. Load trucks quickly Use FIFO inventory procedure when shipping finished products. Complete Shipping Log for each outgoing shipment

Food Safety Plan Table: Meets B.C. Regulatory Requirements			PRODUCT NAME: Generic Plan			
1. Identifying Hazards (Regulatory Requirement*)	**2. Identifying Critical Control Points** (Regulatory Requirement*)	**3. Establishing Critical Limits** (Regulatory Requirement*)	**4. Establishing Monitoring Procedures** (Regulatory Requirement*)	**5. Establishing Corrective Actions** (Regulatory Requirement*)	**6. Establishing Verification Procedures** (Pending Regulatory Requirement)	**7. Keeping Records** (Pending Regulatory Requirement)
Biological hazard: Pathogen survival due to improper agitation, improper temperature distribution, and/or improper application of time / temperature combinations (*e.g., Salmonella* spp., *Shigella* spp., *Escherichia coli*, *Escherichia coli O157:H7*, *Listeria monocytogenes, Clostridium botulinum*)	**CCP#1B** Cooking	The temperature of the product must be at a prescribed temperature for a specific period of time. See individual food hub user food safety plan.	1. Production line employee measures the temperature of the product in the kettle for every cooking batch. A digital probe thermometer is used to measure the temperature of the product in the middle of the kettle. Wait until the thermometer reading is steady. 2. Production line employee records result for each batch on the Batch Report	**When critical limits are not met for the batch of product**: 1. The product must be cooked for a longer period until the product's internal temperature reaches at least 85°C for a minimum of 1 minute, or the product must be destroyed. 2. Immediately investigate the cause of the non-conformance and take necessary corrective actions to prevent reoccurrence. 3. Record all non-conformances and corrective actions taken on the Batch Report including date, time and initials.	1. At the end of each production day, Production Supervisor reviews the Batch Report to ensure that it has been properly completed. 2. Once per week, Production Supervisor ensures that the temperature check follows the written monitoring procedure (Product Processing SOP). 3. If non-conformance is found during the verification procedure, Production Supervisor immediately investigates the cause of the non-conformance and takes necessary corrective actions to prevent reoccurrence. 4. Production Supervisor records all observations on the Batch Report	Batch Report

Food Safety Plan Table: Meets B.C. Regulatory Requirements			PRODUCT NAME: Blueberry Jam			
1. Identifying Hazards (Regulatory Requirement*)	**2. Identifying Critical Control Points** (Regulatory Requirement*)	**3. Establishing Critical Limits** (Regulatory Requirement*)	**4. Establishing Monitoring Procedures** (Regulatory Requirement*)	**5. Establishing Corrective Actions** (Regulatory Requirement*)	**6. Establishing Verification Procedures** (Pending Regulatory Requirement)	**7. Keeping Records** (Pending Regulatory Requirement)
Biological Hazard Pathogen contamination due to inadequate cooling (e.g., *Clostridium perfringens, Listeria monocytogenes*)	**CCP # 2** Cooling	During cooling, the product's internal temperature must not remain between 60°C (140°F) and 20°C (70°F) for more than 2 hours. The products internal temperature must not remain between 20°C (70°F) and 4°C (40°F) for more than 4 hours. Total cooling time must not exceed 6 hours.	1. Measure the product's internal temperature every hour during cooling. 2. Calibrate the thermometer to ensure it is working correctly before measuring the internal temperature of the product. 3. Measure the product's internal temperature from different trays of the trolley (top, middle, and bottom) at each check. 4. Insert the thermometer into the centre of the product and wait until the thermometer reading is steady. 5. Record the results from the three readings from different trays on the "Daily Cooling Record," including the date, the time, and initials	When critical limits are not being met for one or more samples 1. Immediately place all products that do not meet the critical limit on hold. 2. Products put on hold must be recooked and re - cooled to meet the critical limit. If the critical limit is not being met, the product must be destroyed. 3. Investigate the cause of the nonconformance and take necessary corrective actions to prevent reoccurrence. 4. Record all non-conformances and corrective actions taken on the "Daily Cooling Record," including the date, the time, and initials.	1. Review the "Daily Cooling Record" to ensure that it has been properly completed. 2. Once per week, ensure that the temperature check follows the written monitoring procedure. 3. If non-conformance is found during the verification procedure, investigate the cause of the non-conformance and take necessary corrective actions to prevent reoccurrence. 4. Record all observations (e.g., temperature readings, nonconformances, and corrective actions) on the "Daily Cooling Record," including the date, the time, and initials.	Daily Cooling Record