HACCP Plan

This plan delineates the formal procedures for following the hazard analysis critical control point principles developed by the national advisory committee on microbiological criteria for foods.

Fox Heritage Foods
5957 Mckee Rd
Fitchburg WI 53719
608-220-7101

Establishment #603

Developed by Credible Consulting
January 2014
Version 1
Food Safety & Quality Policy

We strive to operate a facility that ensures compliance with federal, state and local regulations. This plant is committed to the production of high-quality and safe food. This will be accomplished through the application of our HACCP system, Sanitation Standard Operation Procedures and Standard Operating Procedures for production, packaging and transport.

Fox Heritage Foods is committed to educating and training our team to ensure the successful implementation, maintenance and improvement of our HACCP system. HACCP team members will be trained to ensure that all personnel understand the procedures necessary to ensure the safety and quality of our products and the importance of controlling foodborne hazards and illnesses. The plant manager or designee will train new and existing employees and training will be logged using an Employee Training Log. Employee files will be kept for a minimum of 6 months after an employee terminates employment.

HACCP Team

<table>
<thead>
<tr>
<th>Member</th>
<th>Company Position</th>
<th>Relevant Skills/ Responsibilities</th>
<th>Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>Daniel Fox</td>
<td>Owner, Plant manager</td>
<td>Meat HACCP Certified&lt;br&gt;Team leader/ training&lt;br&gt;Product preparation&lt;br&gt;Corrective action review&lt;br&gt;Employee Training Program&lt;br&gt;Monitoring&lt;br&gt;Verification &amp; review</td>
<td></td>
</tr>
<tr>
<td>Jason Veal</td>
<td>Plant employee</td>
<td>Team training&lt;br&gt;Product preparation &amp; monitoring</td>
<td></td>
</tr>
<tr>
<td>Jon Churran</td>
<td>Plant employee</td>
<td>Product preparation &amp; monitoring&lt;br&gt;Certified Food Manager</td>
<td></td>
</tr>
<tr>
<td>Cheri Schweitzer</td>
<td>Food Safety Consultant</td>
<td>Certified Food Manager&lt;br&gt;HACCP plan creation&lt;br&gt;Team training&lt;br&gt;Plan verification &amp; annual review</td>
<td></td>
</tr>
</tbody>
</table>

By signing above, I hereby attest that I have read and understand the information provided to me regarding these standard operating and HACCP procedures and that I will comply, to the best of my ability, with these regulations to assure the safety of the food produced by this facility and team.
### Fox Heritage Foods Products & Process Description

All pork products come from the following:
- **Heritage pig breeds**: Red wattle, Tamworth, Hereford,
- **Lard pig breeds**: Ossabaw meishan cross, Mangalitsa, Large Black, American Guinea Hog

<table>
<thead>
<tr>
<th>HACCP plan</th>
<th>Raw Pork- Not Ground</th>
</tr>
</thead>
</table>
| **Product description (Standard of Identity)** | Pork Belly  
Pork Belly with ribs 
Pork Loin with tenderloin 
Fresh, Uncured Ham (no shank) 
Fresh, Uncured Ham (with shank) 
Pork Heart 
Pork Whole Head 
Heritage pork (whole and half) 
Pork Jowel (unskinned) 
Pork Kidney 
Pork Liver 
Pork rib roast 
Pork Shank 
Pork Shoulder (whole) 
Pork shoulder (on the bone) |
| **Common Name/s** | See Page 4 |
| **How is it to be used?** | Cooked by the consumer |
| **Type of package?** | Vacuum packaged or bulk packaged in food grade plastic bags |
| **Length of shelf life** | 30 days under refrigeration (< 41°F)  
6 months frozen (≤ 0°F)   |
| **At what temperature?** | (See National Pork Producers Council/American Meat Science Association “Extension of Chilled Pork Storage Life” research study in HACCP binder) |
| **Where will it be sold?** | All items prepared under the current Fox Heritage Foods HACCP plan are intended for consumption by wholesale customers of Fox Heritage Foods.  
**Items are not currently for retail sale or resale.** |
| **Labeling**       | Product name, Inspection legend and establishment number, Handling statement, Net weight statement, Lot number, Address, Safe handling instructions, Ingredients statement (if allergens or ingredients are present). |
| **Is special distribution control needed?** | A Lot number will be assigned to the product based on production date. See the Lot Numbering SOP #10 |
Retail “Common Name” Cuts of Fresh Pork

Unqualified meat terms common to the industry but uncommon to consumers, such as “picnic,” “butt,” and “loaf” must not be used as product names unless accompanied by terms descriptive of the product or with a list of ingredients, if the Agency determines that this is necessary to ensure that the label is not false or misleading. This labeling convention is only true for certain (non-specific) meat products.

There are four basic (primal) cuts into which pork is separated: shoulder, loin, side and leg.

**Shoulder**
- Shoulder Butt, Roast or Steak
- Blade Steak
- Boneless Blade Boston Roast
- Boston Butt
- Smoked Arm Picnic
- Picnic Ham
- Smoked Hock
- Ground Pork for Sausage

**Side**
- Spare Ribs/Back Ribs
- Bacon

**Loin**
- Boneless Whole Loin (Butterfly Chop)
- Loin Roast
- Tenderloin
- Sirloin Roast
- Country Style Ribs
- Chops

**Leg**
- Ham: Fresh or Smoked and Cured
Fox Heritage Foods Product Specifications

Intended use:
All items prepared under the current Fox Heritage Foods HACCP plan are intended to be cooked and consumed by wholesale customers. Items are not currently for retail sale.

Licensed Meat Processing Plant Vendors
The Meat Market
Contact: Mike Vold
700 Lincoln Ave, Baraboo WI 53913
608.356.5574
Wisconsin plant number: 123

Lake Geneva Country Meats
Contact: Scott Vorpagel
5907 Wisconsin 50, Lake Geneva WI 53147
USDA legend 5648
**Equipment & Chemical List**

All Equipment must meet the requirements of Chapter 4 of the Wisconsin Food Code for materials, design, construction and ANSI/NSF rating requirements.

<table>
<thead>
<tr>
<th>Equipment</th>
<th>Brand</th>
<th>Model/Type/Size (if applicable)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Digital balance</td>
<td>Ohaus Corporation</td>
<td>Defender 5000, Model T51P, #D51P30HR</td>
</tr>
<tr>
<td>Walk-in Cooler</td>
<td>Kolpak 75</td>
<td></td>
</tr>
<tr>
<td>Walk-in Freezer</td>
<td>Kolpak 75</td>
<td></td>
</tr>
<tr>
<td>Digital Thermometer /s</td>
<td>UEI</td>
<td>NSF rated digital</td>
</tr>
<tr>
<td></td>
<td>Edward Don &amp; Company</td>
<td>NSF rated, #K5480</td>
</tr>
<tr>
<td>Vacuum Sealer</td>
<td>Meat Packers &amp; Butcher’s Supply</td>
<td>Vacu Fresh, Model I20, #2046</td>
</tr>
<tr>
<td>Band saw</td>
<td>Hobart</td>
<td>Model 8301, #27-1133-056</td>
</tr>
<tr>
<td>Value Wrap All Purpose Cling Film</td>
<td>Edward Don &amp; Company</td>
<td>Item #: 7300118</td>
</tr>
<tr>
<td>Vacuum Packaging Bag 3 mil 8x12</td>
<td>Edward Don &amp; Company</td>
<td>Vendor mfg: 30723</td>
</tr>
<tr>
<td></td>
<td></td>
<td>S Group: 6400074807</td>
</tr>
<tr>
<td>10”x15” Vacuum Pouch 3 mil</td>
<td>Flair Flexible Packaging Corp.</td>
<td>Item #: 006033</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Part #: 438535-1</td>
</tr>
<tr>
<td>18”x28” Flair Pak 500 Vacuum Pouch</td>
<td>Flair Flexible Packaging Corp.</td>
<td>0045A-M5018028</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Box: 066</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Lot #: 23448</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Chemicals</th>
<th>Brand</th>
<th>Product#</th>
</tr>
</thead>
<tbody>
<tr>
<td>Steramine</td>
<td>I&amp;I Industrial</td>
<td>#ST-1266</td>
</tr>
<tr>
<td>Deluxe Pot &amp; Pan dish soap</td>
<td>Solvit</td>
<td>#1602-MW</td>
</tr>
<tr>
<td>Kleenflow Bioenhanced floor cleaner</td>
<td>Solvit</td>
<td></td>
</tr>
<tr>
<td>Chlorine Bleach</td>
<td>Edward Don</td>
<td>1J102</td>
</tr>
</tbody>
</table>
Product Specifications
Ingredients, Recipe, Materials, Equipment & Methods

Product/Process Name: Raw Pork, not ground

**Shelf life:** 30 days fresh, 6 months frozen  
**Storage conditions:** 41°F or below  
**Labeling:** See labeling requirements on page 10-11 of this document  
**Type of Packaging:** Vacuum packaging pouches

<table>
<thead>
<tr>
<th>Meat, Poultry &amp; Byproducts</th>
<th>Nonmeat Food Ingredients</th>
<th>Binders/Extenders</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cuts of cleaned &amp; trimmed pork</td>
<td>NA</td>
<td>NA</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Spices/Flavorings</th>
<th>Restricted Ingredients</th>
<th>Preservatives/Acidifiers</th>
</tr>
</thead>
<tbody>
<tr>
<td>NA</td>
<td>NA</td>
<td>NA</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Liquid</th>
<th>Packaging Materials</th>
<th>Other</th>
</tr>
</thead>
</table>
| NA     | Vacuum packaging pouches  
Food Grade Cling wrap  
Food Grade plastic bags | NA |

**Instructions**
Assure that all pre operational sanitation procedures have been completed. ([See Sanitation SOP #4](#))

In the dedicated fabrication/ processing area:

1. Receive meat from approved vendor.
2. Store meat at 41°F or less until ready to process.
3. Working in small batches to avoid product being out of 41°F temperature, trim bone and fat from meat, as desired.
4. Cut meat into desired portions.
5. Using the Vacu Fresh machine, vacuum pack under setting #1.  
   - If using a 3 mil bag, set the vacuum dial to 10:30 am. If using a 5 mil bag, set to 12:00. Apply vacuum until all visible air is removed.
6. Label all packages with a Fox Heritage Foods approved HACCP label. See Labeling requirements on page 8-9 of this document.
7. At this point they must be stored at 41°F or less or frozen for later use. Shelf life is 30 days fresh/6 months frozen.
**HACCP Meat Labeling**

As per Wisconsin Chapter ATCP 55 & ATCP 90 Administrative Code, no person may sell any meat or meat food product unless it is clearly labeled with the following:

**PRODUCT NAME**

The product name is the “true” name of the product that reflects its “standard of identity.” If it is a “common” or “coin” name, it must be followed by a description of the product that relates to standardized, recognizable products. See page 4 of this document for “common names.”

**INGREDIENT(S) STATEMENT**

- The product name is followed by a statement of the ingredients found in the product. This is only needed if the product is composed of more than one ingredient.
- This list of ingredients must show common names of all ingredients in descending order of their predominance. The list is preceded by the word “Ingredients:”

**SAFE HANDLING INSTRUCTIONS/PERISHABILITY STATEMENT** (as per ATCP 55 & 9 CFR 317.2)

Safe handling instructions are required if the meat or poultry component of a product is raw, perishable, not shelf-stable or partially cooked (NOT considered Ready to Eat (RTE). Whole, halved and quartered carcasses are not considered packaged product and do not need a handling statement.

Information shall be in lettering a size no smaller than one-sixteenth of an inch and shall be prominently placed with such conspicuousness (when compared with items on the label) as to render it likely to be read and be understood by the ordinary individual under customary conditions of purchase and use.

The safe handling information shall be presented on the label under the heading “Safe Handling Instructions” which shall be set in type size larger than the print size of the rationale statement and handling statements as discussed in paragraphs (l)(2) and (l)(3) of this section. The safe handling information shall be set off by a border and shall be one color type printed on a single color contrasting background whenever practical.

The labels of the meat and meat products shall include the following rationale statement as part of the safe handling instructions, “This product was prepared from inspected and passed meat and/or poultry. Some food products may contain bacteria that could cause illness if the product is mishandled or cooked improperly. For your protection, follow these safe handling instructions.” This statement shall be placed immediately after the heading and before the safe handling statements.

Meat products shall bear all of the following statements & illustrations:

1. Keep refrigerated or frozen. Thaw in refrigerator or microwave. (Any portion of this statement that is in conflict with the product’s specific handling instructions, may be omitted, e.g., instructions to cook without thawing.)
   A graphic illustration of a refrigerator shall be displayed next to the statement.

2. Keep raw meat and poultry separate from other foods. Wash working surfaces (including cutting boards), utensils, and hands after touching raw meat or poultry.
   A graphic illustration of soapy hands under a faucet shall be displayed next to the statement.

3. Cook thoroughly.
   A graphic illustration of a skillet shall be displayed next to the statement

4. Keep hot foods hot. Refrigerate leftovers immediately or discard.
   A graphic illustration of a thermometer shall be displayed next to the statement.
THE NET WEIGHT STATEMENT
This includes a space for the net weight of the product.
The net weight statement is required on the lower third of the principal display panel of the label.

INSPECTION LEGEND & ESTABLISHMENT NUMBER
If a product is wholesaled (sold to someone who will resell it) it must be fully labeled with all the features of a label and the Inspection Legend as depicted in Chapter 55 of the WDATCP Administrative Code. Establishment number and legend are provided by the inspection agency. The legend shall appear on all packages and containers of processed meat and meat food products, so that it is clearly visible to prospective purchasers.

NAME AND ADDRESS
The label needs to show the name and address of the plant (including the ZIP code).
A second line can be added to indicate the farm from which the product came from. If the product is made at another location, the name and address of the person selling the product may be used if it is qualified by a statement such as “MANUFACTURED FOR...” or “DISTRIBUTED BY...”.

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Safe Handling Instructions

This product was prepared from inspected and passed meat and/or poultry. Some food products may contain bacteria that could cause illness if the product is mishandled or cooked improperly. For your protection, follow these safe handling instructions.

- Keep refrigerated or frozen.
- Thaw in refrigerator or microwave.
- Keep raw meat and poultry separate from other foods.
- Wash working surfaces (including cutting boards), utensils, and hands after touching raw meat or poultry.
- Cook thoroughly.
- Keep hot foods hot. Refrigerate leftovers immediately or discard.
Product Dating
Except for infant formula and some baby food, product dating is not required by Federal Regulations. There is no uniform or universally accepted system used for food dating in the United States. For frozen product, this is the “packed on’ date and for fresh meat or poultry, this is either the “packed on” or “used by” date.

Open Dating uses a calendar date as opposed to a code. It is stamped on a food product’s package to help the store determine how long to display the product for sale. It can also help the purchaser know if they are buying fresh product. Dates help consumers know when product is at its best. If a calendar date is used, it must express both the month and day of the month (and the year, in the case of shelf-stable and frozen products). If a calendar date is shown, immediately adjacent to the date must be a phrase explaining the meaning of that date such as “sell by” or “use before”.

Types of Dates
- A “Packed On” date tells the consumer when the product was originally packaged.
- A “Sell-By” date tells the store how long to display the product for sale. Product should be purchased before the date stamped, as the product quality has expired.
- A “Best if Used By (or Before)” date is recommended for best flavor or quality. It is not a purchase or safety date.
- A “Use-By” date is the last date recommended for the use of the product while at peak quality. The date has been determined by the manufacturer of the product.
- “Closed or coded dates” are packing numbers for use by the manufacturer.
Lot Numbering
Each product processed by Fox Heritage Foods will be assigned a unique Lot Number in order to maintain traceability.

The Lot Numbering system is as follows:

Lot# 14A02

- **14** = The year the product was processed
- **A** = The month the product was processed (See month code table below)
- **02** = The day the product was processed

In this example, the product would have been processed on **January 2nd, 2014**

<table>
<thead>
<tr>
<th>Month</th>
<th>Code Letter</th>
</tr>
</thead>
<tbody>
<tr>
<td>January</td>
<td>A</td>
</tr>
<tr>
<td>February</td>
<td>B</td>
</tr>
<tr>
<td>March</td>
<td>C</td>
</tr>
<tr>
<td>April</td>
<td>D</td>
</tr>
<tr>
<td>May</td>
<td>E</td>
</tr>
<tr>
<td>June</td>
<td>F</td>
</tr>
<tr>
<td>July</td>
<td>G</td>
</tr>
<tr>
<td>August</td>
<td>H</td>
</tr>
<tr>
<td>September</td>
<td>I</td>
</tr>
<tr>
<td>October</td>
<td>J</td>
</tr>
<tr>
<td>November</td>
<td>K</td>
</tr>
<tr>
<td>December</td>
<td>L</td>
</tr>
</tbody>
</table>

Please refer to the Lot Numbering SOP#9 and Packaging & Finished Product Storage SOP #7 for further instructions & details.
Insert HACCP Label Example
HACCP Recordkeeping Procedures
Under this HACCP plan, records of day-to-day functioning of the HACCP system will be created and maintained. Logs will be kept for a minimum of 6 months. Processing records shall be kept for at least 3 years. All records shall be made available for review or copying by the regulatory department during inspection.

<table>
<thead>
<tr>
<th>Records</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Logs Used</strong></td>
</tr>
<tr>
<td>- Calibration Logs</td>
</tr>
<tr>
<td>(See Calibration Log &amp; SOP #2)</td>
</tr>
<tr>
<td>- Corrective Action Log</td>
</tr>
<tr>
<td>(See Corrective Action Log &amp; SOP #1)</td>
</tr>
<tr>
<td>- SSOP Corrective Action Log</td>
</tr>
<tr>
<td>(See SSOP Corrective Action Log L04B &amp; SSOP #4)</td>
</tr>
<tr>
<td>- SSOP Log</td>
</tr>
<tr>
<td>(See Log #L04A)</td>
</tr>
<tr>
<td>- Equipment Temperature Log</td>
</tr>
<tr>
<td>(See Cold Storage Temperature Log #3)</td>
</tr>
<tr>
<td>- Receiving</td>
</tr>
<tr>
<td>(See Receiving, Transport &amp; Storage SOP &amp; Log #6)</td>
</tr>
<tr>
<td>- Processing &amp; Product Temp Log</td>
</tr>
<tr>
<td>(See Log #L08)</td>
</tr>
</tbody>
</table>

**Pest Control Service Contracts**  (See Sanitation SOP #4)
PPC: Professional Pest Control, Madison, WI
Contact: Dennis Wessels
608-258-3136
Account# 5759

Frequency: Quarterly

**Water Sampling**
The regulatory department will periodically inspect and take water samples for testing.
HACCP Monitoring Procedures
Monitoring is a planned sequence of observations or measurements to assess whether a facility’s Critical Control Points (CCP’s) are under control and to produce an accurate record for future use in HACCP Verification procedures. Please refer to the Monitoring SOP #12 for further reference.

HACCP Corrective Action Procedures
Corrective actions are developed and taken when monitoring shows that a critical limit is not met or a Critical Control Point is out of control (a deviation). Corrective actions are intended to ensure that no product injurious to health or otherwise adulterated, as a result of the deviation, enters commerce. Please refer to the Corrective Action SOP#1 & Log#1 and SSOP Corrective Action Log #04B for further reference.

HACCP Verification Procedures
Those activities, other than monitoring, that determine the validity of the HACCP plan and that verify the system is operating according to the plan. Verification provides a level of confidence that the HACCP plan is based on solid scientific principles is adequate to control the hazards associated with the product and process, and is being followed. Please refer to the Validation/ Verification & Audit SOP#11 for further reference.
Biological, Chemical or Physical Hazards

Possible Identified Biological Hazards
Incoming Materials
- Excessive counts of non-sporulating pathogenic bacteria:
  Salmonella, Listeria Monocytogenes, Bacillus Cereus, Staphylococcus Aureus
- Excessive counts of sporulating pathogenic bacteria: Clostridium perfringens, Clostridium botulinum
- Trichinella spiralis and Toxoplasma gondii
- Water not meeting the drinking water criteria established by DNR
- Foodborne illness or poor employee hygiene

See Personal Hygiene & Health SOP#5 & the Separation & Cross Contamination Reduction SOP#10 for prevention procedures

Possible Identified Chemical Hazards
Incoming Materials
- Meat products: Antibiotics, sulfa, pesticides, growth hormones, heavy metals, PCB's
- Water: Heavy metals, excess fluoride, pesticides, herbicides, etc.
- Packaging Material: Chemical migration from non-food grade & non-approved packaging material

Possible Identified Physical Hazards
Incoming Materials
- Plastics- common sources of soft and hard plastics include material used for packaging, gloves worn by food handlers, utensils used for cleaning equipment or from tools used to remove processed food from equipment.
- Glass- common sources found in food processing facilities are light bulbs, glass containers and glass food containers
- Metal- common sources of metal include metal from equipment such as splinters, blades, broken needles, fragments from worn utensils, staples, shot gun pellets, knife chips
- Non-Metallic particles in meat products:
  ♦ bone particles
Insert Fox Heritage Foods Process Flow Diagram Here
<table>
<thead>
<tr>
<th>Process Step</th>
<th>Identify potential food safety hazards introduced, controlled or enhanced at this step</th>
<th>Are any potential food-safety hazards reasonably likely to occur</th>
<th>Basis of reasonably likely to occur</th>
<th>What measures could be applied to prevent, eliminate, or reduce the hazard to an acceptable level?</th>
<th>Is this step a Critical Control Point? (Yes/No)</th>
</tr>
</thead>
</table>
| 1. Receiving of packaging materials | Biological- presence of pathogens  
Physical- presence of foreign materials  
Chemical- presence of chemical contamination | ☐ YES ☒ NO  
☐ YES ☒ NO  
☐ YES ☒ NO | SOP for receiving makes hazards unlikely to occur.  
Letter of guarantee for packaging materials makes hazards unlikely to occur. | SOP for proper receiving procedures  
Obtain letter of guarantee for packaging materials | ☐ YES  
☒ NO |
| 2. Receiving of Raw Pork Carcasses or parts | Biological- presence of pathogens  
Physical- presence of foreign materials  
Chemical- presence of drug or chemical residues | ☐ YES ☒ NO  
☐ YES ☒ NO  
☐ YES ☒ NO | Raw meat/poultry is a known source of pathogens  
SOP for receiving makes hazards unlikely to occur.  
Visual observation for foreign materials during receiving makes hazard unlikely. | Temperature control of cooler  
Meat inspected via Receiving Meat SOP  
Meat is from HACCP certified & state inspected butcher  
Hazard will be controlled by a later CCP that limits cumulative exposure of pathogens (if present) to temperatures allowing growth. Product is labeled to instruct consumers to fully cook product (and thereby kill pathogens).  
SSOP for separation of chemicals makes hazards unlikely to occur. | ☐ YES  
☒ NO |
| 3. Storage of Packaging Materials | Biological- presence of pathogens  
Physical- introduction of foreign materials  
Chemical- Contamination from other ingredients/substances | ☐ YES ☒ NO  
☐ YES ☒ NO  
☐ YES ☒ NO | SOP for receiving and storage makes hazard unlikely | Letter of guarantee for packaging materials makes hazards unlikely to occur.  
Maintain a clean and dedicated storage environment.  
SSOP for separation of chemicals makes hazards unlikely to occur. | ☐ YES  
☒ NO |
<table>
<thead>
<tr>
<th>Process Step</th>
<th>Identify potential food safety hazards introduced, controlled or enhanced at this step</th>
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<th>What measures could be applied to prevent, eliminate, or reduce the hazard to an acceptable level?</th>
<th>Is this step a Critical Control Point? (Yes/No)</th>
</tr>
</thead>
</table>
| 4. Storage  | Frozen/Refrigerated Raw Pork Carcasses or parts at 41ºF or below                  | **Biological**- Growth of pathogens  
**Physical**- None  
**Chemical**- None                                           | ☑ YES ☑ NO                                                   | Raw meat/poultry is a known source of pathogens. Pathogens are not likely to grow if the product is held according to the SOP for storage.  
SOP for storage makes hazards unlikely to occur. | ☑ YES ☑ NO   |
| 5. Fabrication/cutting | **Biological**- Introduction & growth of pathogens  
**Physical**- presence of foreign materials  
**Chemical**- Residue of sanitizer/ cleaners | ☑ YES ☑ NO                                                   | ☑ YES ☑ NO                                                   | Raw meat is known source of pathogens.  
SSOP makes contamination via equipment and workers unlikely to occur. | ☑ YES ☑ NO   |

<table>
<thead>
<tr>
<th>Process Step</th>
<th>Identify potential food safety hazards introduced, controlled or enhanced at this step</th>
<th>Are any potential food-safety hazards reasonably likely to occur</th>
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<th>What measures could be applied to prevent, eliminate, or reduce the hazard to an acceptable level?</th>
<th>Is this step a Critical Control Point? (Yes/No)</th>
</tr>
</thead>
</table>
| 6. Packaging and labeling | Biological - presence of pathogens  
Physical - presence of foreign materials  
Chemical - Residue of sanitizer/ cleaners  | ☑ YES ☐ NO | Raw meat/poultry is known source of pathogens. Growth may occur if product exposed for an excessive time to a temperature that allows pathogen growth.  
Labeling SOP and SSOP make hazard unlikely to occur. | Potential pathogen growth during this step, and step 5 are controlled by monitoring time, product temperature, and, in some situations, room temperature. Product will be labeled with Safe Handling Instructions and warnings to instruct consumers to fully cook product (and thereby kill pathogens). Maintain a clean processing environment using Pre operational and Operational Sanitation SOP’s | ☑ YES ☐ NO |
| 7. Finished product Storage at 41ºF or below | Biological - growth of pathogens  
Physical - introduction of foreign materials  
Chemical - introduction of chemical contamination | ☑ YES ☐ NO  
☑ YES ☐ NO  
☑ YES ☐ NO | Product is handled according to SOP for Finished Product Storage | SOP for Finished Product Storage makes contamination unlikely  
Sanitation SOP  
Temperature control of cooler  
Processing controls and log | ☑ YES ☐ NO |
| 8. Transport or Retail at 41ºF or below | Biological - growth of pathogens  
Physical - introduction of foreign materials  
Chemical - introduction of chemical contamination | ☑ YES ☐ NO  
☑ YES ☐ NO  
☑ YES ☐ NO | SOP for Transport and Finished Product Storage | SOP for Transport and Finished Product Storage makes contamination unlikely  
Temperature control of transport vehicle and product will be in place | ☑ YES ☐ NO |
### Process Category: Raw, not ground

<table>
<thead>
<tr>
<th>CCP# &amp; Location</th>
<th>Critical Limits</th>
<th>Monitoring Procedures &amp; Frequency</th>
<th>HACCP Records</th>
<th>Verification Procedures &amp; Frequency</th>
<th>Corrective Actions</th>
</tr>
</thead>
</table>
| #1B Step 6 Packaging & Labeling | 1. Meat internal temperature is between 41°F and no more than the highlighted upper temperature and time in the following table. This means that product internal temperature must return to 41°F or lower within the designated time. | Using a calibrated thermometer, the plant manager or designee will 1. Measure meat temperature at the start of fabrication. Monitoring starts at the time product temperature first exceeds 41°F (this may or may not be the time product leaves the cooler depending on cooler temperature). Meat internal temperature will be taken again after the last of the product is packaged and sealed. Meat will be placed in the cooler and a final meat internal temperature will be measured when product is refrigerated to show that the temperature was 41°F or lower within the Critical Limit time and temperature of no greater than 75 degrees in 4 hours, 15 minutes. Note that if meat temperature is 41°F or lower when the meat is returned to the cooler, no additional temperature measurement is necessary. Temperature monitoring will be done at least once for each product grouping or whole carcass in each production day. | Processing & Product Temperature Log Corrective Action Log Thermometer Calibration Log | Plant manager or designee will review the Product Temperature Log, Corrective Action Log, and Thermometer Calibration Log once per week. Establishment owner or designee will calibrate all thermometers to a known standard monthly. Thermometers will be calibrated to ± 2°F or taken out of operation as stated in the SOP. Calibration actions are recorded in the Thermometer Calibration Log. Plant manager or designee will observe monitoring of temperature once per month. | If a deviation from a critical limit occurs, the establishment owner or designee is responsible for corrective action protocol as stated in 9 CFR, 417.3 and the Corrective Action SOP #1.  
- The cause of the deviation will be identified and eliminated.  
- The CCP will be under control after the corrective action is taken.  
- Measures to prevent recurrence are established.  
- No product that is injurious to health or otherwise adulterated as a result of the deviation will be permitted to enter commerce. |

**PORK Time & Temp Options**

<table>
<thead>
<tr>
<th>Max. Temp. – Hrs:Min</th>
</tr>
</thead>
<tbody>
<tr>
<td>50°F – 54:45</td>
</tr>
<tr>
<td>55°F – 17:00</td>
</tr>
<tr>
<td>60°F – 8:30</td>
</tr>
<tr>
<td>65°F – 8:15</td>
</tr>
<tr>
<td>70°F – 5:45</td>
</tr>
</tbody>
</table>

75°F – 4:15 - Fox Heritage Foods Procedure

<table>
<thead>
<tr>
<th>Temp. – Hrs:Min</th>
</tr>
</thead>
<tbody>
<tr>
<td>80°F – 4:15</td>
</tr>
<tr>
<td>85°F – 1:30</td>
</tr>
<tr>
<td>90°F – 1:30</td>
</tr>
<tr>
<td>95°F – 1:30</td>
</tr>
<tr>
<td>100°F – 1:30</td>
</tr>
<tr>
<td>105°F – 1:00</td>
</tr>
<tr>
<td>110°F – 1:00</td>
</tr>
</tbody>
</table>

1. Receiving of packaging materials

2. Receiving of Raw Pork Carcasses or parts (Receiving SOP)

4. Storage (Frozen/Refrigerated) Raw Pork Carcasses or parts 41°F or below

5. Fabrication/cutting

6. Packaging and labeling

CCP #1-Biological

7. Finished product Storage at 41°F or below

8. Transport or Retail at 41°F or below

Process Flow Diagram
Process Category: Raw Not Ground Product
Products: Whole Pork, half Pork & Pork cuts
Safe Handling Instructions
This product was prepared from inspected and passed meat and/or poultry. Some food products may contain bacteria that could cause illness if the product is mishandled or cooked improperly. For your protection, follow these safe handling instructions.

- Keep refrigerated or frozen. Thaw in refrigerator or microwave.
- Keep raw meat and poultry separate from other foods. Wash working surfaces (including cutting boards), utensils, and hands after touching raw meat or poultry.
- Cook thoroughly.
- Keep hot foods hot. Refrigerate leftovers immediately or discard.

Fox Heritage Foods Fitchburg WI 53719  Keep Refrigerated
Purpose/Scope
A corrective action is an action taken when monitoring shows you that a food safety hazard is out of control at a designated Critical Control Point (a deviation). Corrective actions must be identified and documented in a HACCP plan and specifically address each CCP. Actions must be immediate to assure that loss of control does not lead to an unacceptable health risk.

Actions will vary depending on the process being monitored and the type of monitoring indicated. Based upon the severity of hazard and the individually defined situation, corrective actions may involve: notifying a manager, equipment repairs, reprocessing product, adjusting process temperature and times, rejecting raw materials or ingredients, and holding or recalling product in distribution.

Reference/Related Documents
The National Advisory Committee on Microbiological Criteria for Foods (NACMCF)
Corrective Action Log

Responsibility
It is the responsibility of the HACCP team members to:
• Read, understand, acknowledge they have been trained and agree to follow this SOP.
• Be able, by demonstration or describe, to assure the Regulatory Authority that they are familiar with proper corrective action procedures and logs.
• Fully understand the danger of deviations and the purpose and importance of corrective action procedures and logs.
• Be unbiased and accurately report deviations and corrective actions.

Definitions
Corrective Action
A procedure followed when a deviation occurs. Corrective actions must be taken whenever monitoring indicates that limits or tolerances are not met.

Deviation
Failure to meet a required critical limit for a critical control point.

Control Point
Any point in a specific food system at which loss of control does not lead to an unacceptable health risk.

Critical Control Point (CCP)
A point or procedure in a specific food system where loss of control may result in an unacceptable health risk.

Critical Limit
The maximum or minimum value to which a physical, biological, or chemical parameter must be controlled at a critical control point to minimize risk that the identified food safety hazard may occur.
Procedure
Corrective action attempts to eliminate a deviation from happening in the future. In order for this to be most effective, Deviation/ Corrective Action investigations should include the following elements:

1) Evaluation of the extent of the problem
2) Determine the root cause
3) Determine and correct the cause of the deviation.
4) Determine what corrective actions are needed due to the deviation.
5) Determine the outcome for the product/process in question and how you will implement it.
6) Train/Retrain as is determined during the investigation.
7) Record the corrective actions taken on the Corrective Action Log or appropriate space in the log being used.
8) Provide supporting documentation of the investigation including Corrective Action Log and preventative measures.
9) Assessment of the correction

The Corrective Action Log contains the following fields. All must be completed.

<table>
<thead>
<tr>
<th>Product</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date / Time</td>
</tr>
<tr>
<td>HACCP Team Member/s</td>
</tr>
<tr>
<td>Describe the Deviation</td>
</tr>
<tr>
<td>Cause of Deviation</td>
</tr>
<tr>
<td>Cause of Deviation Eliminated By</td>
</tr>
<tr>
<td>CCP Under Control After Corrective Actions Taken</td>
</tr>
<tr>
<td>Future Preventative Measures</td>
</tr>
<tr>
<td>Product outcome (retained, rejected, reworked?)</td>
</tr>
</tbody>
</table>
The following table is provided as a training tool to give examples of possible deviations and their corresponding possible corrective actions. This is not meant to serve as an all inclusive list or provide the only possible corrective actions that may be taken.

### Possible Deviation andCorrective Action Reference Table

<table>
<thead>
<tr>
<th>Areas of Possible Deviation</th>
<th>Possible Corrective Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Cold Holding</strong></td>
<td>Retrain and/or write up any plant employee found not following the proper procedures of the HACCP recipes.</td>
</tr>
<tr>
<td><strong>Controlling Time &amp; Temperature During Preparation</strong></td>
<td>Retrain and/or write up any plant employees found not following the proper procedures of the HACCP recipes. Begin the cooking process immediately after preparation is complete for any foods that will be served hot. Rapidly cool ready-to-eat foods or foods that will be cooked at a later time. Immediately return ingredients to the refrigerator if the anticipated preparation completion time is expected to exceed 30 minutes. Discard food held in the temperature danger zone for more than 4 hours.</td>
</tr>
<tr>
<td><strong>Storage</strong></td>
<td>If storage temperatures (generally 41°F or below) are compromised, products exceeding 41°F should be held in a quarantine area pending evaluation of time/temperature exposure. If products have been held above 41°F for four hours or more, they must be discarded and this action recorded.</td>
</tr>
<tr>
<td><strong>Date Marking</strong></td>
<td>Retrain and/or write up any plant employees found not following the proper procedures of the HACCP recipes or improperly date marking shelf lives.</td>
</tr>
<tr>
<td><strong>Labeling</strong></td>
<td>Improperly labeled product will be segregated and re-labeled. Products not sold within the “use-by” date will be discarded and this action recorded.</td>
</tr>
<tr>
<td><strong>Equipment</strong></td>
<td>Retrain and/or write up any plant employees who is not following the procedures for the correct use of HACCP equipment. If deviations are noted in the use of equipment during HACCP production, the production batch, follow the deviation procedures in this SOP to determine if the batch can be save, used or must be thrown out.</td>
</tr>
<tr>
<td><strong>Equipment – Maintenance</strong></td>
<td>Retrain and/or write up any plant employees who is not following the proper procedures for maintaining equipment. For an inaccurate, digital and refrigerator thermometers, adjust the thermometer according to manufacturer’s instructions. If it cannot be adjusted, then purchase a new thermometer. If an inaccurate thermometer cannot be adjusted on-site, do not use it. Follow the manufacturer’s instructions for having the thermometer calibrated. If the vacuum packaging machines are not in proper working order, refer to the manufacturer's instruction manual for repair.</td>
</tr>
</tbody>
</table>
### Areas of Possible Deviation

<table>
<thead>
<tr>
<th>Possible Corrective Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Workers – Health</strong></td>
</tr>
<tr>
<td>Immediately send home, any plant employees who is working who has been diagnosed with Salmonella Typhi, Shigella, E. coli 0157:H7, Norovirus, or Hepatitis A.</td>
</tr>
<tr>
<td><strong>Workers – Handwashing</strong></td>
</tr>
<tr>
<td>Retrain and/or write up any plant employees who are not following the proper procedures for washing their hands.</td>
</tr>
<tr>
<td><strong>Personal Hygiene &amp; Health</strong></td>
</tr>
<tr>
<td>Retrain and/or write up any plant employees who is not following the procedures in the Personal Hygiene &amp; Health Standard Operating procedure.</td>
</tr>
<tr>
<td><strong>HACCP Training</strong></td>
</tr>
<tr>
<td>All HACCP team members should have made errors or have new member training and ongoing verification and been trained or are improperly trained.</td>
</tr>
<tr>
<td><strong>Pest &amp; Chemical Control</strong></td>
</tr>
<tr>
<td>Scrutinize any food contaminated by physical, chemical or known biological contaminates. Label and/or properly store any unlabeled or misplaced chemicals. Address any pest issues that arise outside of the quarterly service visit with the approved &amp; authorized PCP.</td>
</tr>
</tbody>
</table>

### Acceptance/Documentation Requirements

- Corrective Action Log
- Corrective Action section of additional logs
- Training Log
<table>
<thead>
<tr>
<th>Product &amp; Lot#</th>
<th>Date / Time</th>
<th>HACCP Team Member/s</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Describe the Deviation</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Cause of Deviation</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| How was the cause of the deviation eliminated? | |                     |
|-----------------------------------------------| |                     |

| What steps were taken to regain control of the CCP? | |                     |
|-----------------------------------------------------| |                     |

| What steps were taken to prevent the deviation from happening again? | |                     |
|---------------------------------------------------------------------| |                     |

| Product outcome (retained, rejected, reworked?) | |                     |
|--------------------------------------------------| |                     |

<table>
<thead>
<tr>
<th>Plant Manager reviewed: ________________________ Date: ________________________</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Verification (Records Review): ________________________ Date: ________________________</th>
</tr>
</thead>
</table>

---

**Corrective Action Log**

**Doc. No. L01**

Effective Date: 1/1/2014
This log outlines the corrective actions taken when a deviation from the Sanitation Standard Operating Procedure (SSOP) has occurred.

<table>
<thead>
<tr>
<th>Date</th>
<th>Initials</th>
<th>Describe measures taken to ensure the appropriate disposition of any contaminated product</th>
<th>Describe measures taken to restore sanitary conditions</th>
<th>Describe measures taken to prevent recurrence, including appropriate re-evaluation and modification of the SSOP</th>
</tr>
</thead>
</table>
### Purpose/Scope
To outline procedures for separation and the prevention of cross contamination in all areas of the Fox Heritage Foods meat processing plant.

To identify a designated area and the method by which physical barriers or methods of separation of raw foods and ready-to-eat foods minimize cross contamination.

To define the restricted access requirements for processing equipment.

### Reference/Related Documents
- Wisconsin Food Code Section 1−201.10, 3−401.11(a) – (c) or § 3−401.12 or 3−402.11
- Personal Hygiene & Health SOP #05
- The National Advisory Committee on Microbiological Criteria for Foods (NACMCF)

### Responsibility

**It is the responsibility of the license holder and plant manager to:**
- Train and monitor Fox Heritage Foods employees on proper separation and cross contamination reduction procedures.
- Correct behavior/s and procedures when deviations occur.

**It is the responsibility of Fox Heritage Foods employees to:**
- Read, understand, acknowledge they have been trained and agree to follow this SOP.
- Be able, by demonstration or describe, to assure the Regulatory Authority that they are trained and knowledgeable on proper separation and cross contamination reduction procedures.
- Fully understand the purpose and importance of separation and cross contamination reduction procedures.

### Definitions

**Cross Contamination**
The process of transferring harmful bacteria and viruses from a contaminated surface or item to a food item or surface.

**Types of cross contamination**
- Hand-to-food
- Food-to-food
- Equipment/materials/food contact surface-to-food
- Chemicals-to-food

**Ready-to-eat food**
A food in a form that is edible without additional preparation
Equipment and Materials Required
Gloves or utensils that provide a barrier between food and hands or other contamination sources
Approved sanitizers and cleaners
Chemical MSDS sheets

Procedures
Establish procedures for maintenance of the following areas in the facility as to prevent cross contamination.

Personal Hygiene (See Personal Hygiene & Health SOP #05 for further instructions)
- Maintain good personal hygiene at all times.
- Thoroughly wash hands when changing tasks using the proper sink and supplies.
- Use gloves properly and change them frequently.
- Avoid using wiping cloths or clothing to wipe hands.
- Maintain clean garments daily and change when needed to prevent contamination

Receiving
- Raw and cooked/ready-to-eat foods must be kept separate during delivery

Storing Chemicals
- Store in separate storage area.
- Limit access to chemicals.
- Store chemicals in original containers.
- Maintain inventory and MSDS’s of chemicals.

Equipment & Utensils
- Designated equipment and utensils shall be used for raw and cooked/ready-to-eat foods.
- Probe thermometers should be thoroughly cleaned and sanitized between uses. If possible, use separate thermometers for raw and ready-to-eat products.
- When cleaning, high risk areas shall be cleaned before low risk.
- Use each sink in an establishment for its intended purpose.
- Do not reuse foil, cling film or plastic bags.
- Reduce the handling of ready-to-eat food during processing of raw.
- Clean and sanitize equipment and utensils between uses.
Storing Food
- Always store raw meat below cooked/ready-to-eat foods.
- Store items in the Refrigerator Storage Order listed below
- Wrap foods well
- Keep food at least 6” off the floor
- Avoid stacking items
- Limit access to storage areas

**Order of Refrigerator Storage**

<table>
<thead>
<tr>
<th>Top</th>
<th>Bottom</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cooked and ready-to-eat food</td>
<td>Whole fish</td>
</tr>
<tr>
<td>Whole fish</td>
<td>Whole meat</td>
</tr>
<tr>
<td>Ground beef/meat</td>
<td>Poultry</td>
</tr>
</tbody>
</table>

Food Preparation & Support Areas
- Raw meat, which is being defrosted, should be stored on the bottom shelf of the refrigerator in a tray/bowl that will catch any “drips” as the food is defrosting.
- All foods in the process of being cooled should be kept separate from raw meat.
- Clean and sanitize work areas and food contact surfaces frequently.
- Avoid placing boxes on counter tops.
- Sanitize handles routinely.
- Clean and sanitize cutting boards between uses.
- Sanitize utensils between uses.
- Change gloves frequently.
- Wash hands as required in the Personal Hygiene & Health SOP #05
- Cover foods put into storage.
- Do not eat in processing area.

Cleaning and Sanitizing (See Sanitation SOP #4 for further instructions)
- Use designated cleaning and sanitizing buckets
- Check chemical concentration of sanitizing solutions daily using the Sanitizer Log L04
- Change sanitizing solutions often (at a minimum every 4 hours or as needed)
- Check sanitizing solution concentrations
Dedicated Area/Restricted Access
All aspects of meat storage, processing and packaging shall be conducted in areas Fox Heritage Foods has specifically designated for this purpose. Those areas are designated by signage and process steps (receiving, cutting, and packaging) are limited to one process at a time in the facility to additionally eliminate the possibility of cross contamination.

There will be an effective separation to prevent cross contamination between raw and cooked foods or cured and uncured foods.

Access to processing equipment shall be restricted to trained HACCP personnel who are familiar with the potential hazards inherent to the Fox Heritage Foods HACCP procedures only.

Fox Heritage Foods walk in cooler is divided into 3 distinct shelving areas, each with their own rack. These racks are designated for “HACCP Inspected Product” and “Non Inspected Product.” Upon entering the walk in cooler, the left rack is designated for “HACCP Inspected Product Only” and the middle and right side racks are designated for “Non Inspected Product.” All of the above mentioned cross contamination prevention procedures apply to the entire walk in cooler and any product storage areas.

Acceptance/Documentation Requirements
Employee training logs
Sanitizer Log
Purpose
To create and utilize a uniform method in which to denote and track finished product for distribution.
To ensure product can be adequately traced in the event of a recall.

Responsibility

It is the responsibility of the Fox Heritage Foods plant manager to:
1. Provide instructions and training to current plant employees in accurate and consistent lot numbering procedures and the methods of this SOP.
2. To assure the proper paperwork, including invoices and logs, are kept and maintained on file for a minimum of 6 months.

It is the responsibility of Fox Heritage employees to:
1. Read, understand, acknowledge they have been trained and agree to follow this SOP daily.
2. Be able, by demonstration or describe, to assure the Regulatory Authority that they are familiar with accurate and consistent lot numbering procedures.

Equipment and Materials Required
- Lot Numbering Log

Definitions
- **Batch or Lot**- A specific quantity of a finished product or other material that is intended to have uniform character and quality, within specified limits, and is produced according to a single manufacturing order during the same cycle of manufacture. The USDA defines a “lot” as “from full sanitation to full sanitation,” typically consists of one day’s production. All products produced within that time period should be identified with the same lot number.

- **Lot Number**- Any distinctive combination of letters, numbers, or symbols, or any combination of them from which the complete history of the manufacture, processing, packing, holding, and distribution of the finished product can be determined.
Procedure
Each product processed by Fox Heritage Foods will be assigned a unique Lot Number in order to maintain traceability.

The Lot Numbering system is as follows:

Lot# 14A02

- 14 = The year the product was processed
- A = The month the product was processed (See month code table below)
- 02 = The day the product was processed

In this example, the product would have been processed on January 2nd, 2014

<table>
<thead>
<tr>
<th>Month</th>
<th>Code Letter</th>
</tr>
</thead>
<tbody>
<tr>
<td>January</td>
<td>A</td>
</tr>
<tr>
<td>February</td>
<td>B</td>
</tr>
<tr>
<td>March</td>
<td>C</td>
</tr>
<tr>
<td>April</td>
<td>D</td>
</tr>
<tr>
<td>May</td>
<td>E</td>
</tr>
<tr>
<td>June</td>
<td>F</td>
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<tr>
<td>July</td>
<td>G</td>
</tr>
<tr>
<td>August</td>
<td>H</td>
</tr>
<tr>
<td>September</td>
<td>I</td>
</tr>
<tr>
<td>October</td>
<td>J</td>
</tr>
<tr>
<td>November</td>
<td>K</td>
</tr>
<tr>
<td>December</td>
<td>L</td>
</tr>
</tbody>
</table>

When explained alternatively...

The first two digits denote the year in which the product was processed. For example, all pork processed in 2014 will have a lot number that starts with “14.”

The third digit denotes the month during which the product was processed. Each month has a corresponding letter code (see table above). For example, all product processed in November will have lot number with the 3rd digit being the letter “K.”

The fourth and fifth digits denote the day on which the product was processed. For example, all product processed on November 28, 2014 will have lot numbers that start with “14K28.”
Procedure
1. After pre operational and operation sanitation, but prior to processing, complete the Lot Numbering Log by assigning a Lot Number and filling in the following fields on the log:

- Date
- Initials of employee/s doing the processing
- Product/s being processed (using the product names that will be on the final product label)
- Quantity of meat being processed
- Slaughter date and/or Lot number assigned by the butchering facility.
- Fox Heritage Foods Lot Number
- Any notes regarding this Lot

Verification and record keeping
The plant manager will verify that foodservice employees are assigning lot numbers using the proper procedure by visually monitoring processing, lot numbering and packaging procedures during the shift and reviewing the Lot Numbering Log after a day’s production.

Lot Numbering Logs will be kept on file for a minimum of 6 months and shall always be available to the inspection agency.

Acceptance/Documentation Requirements
Employee training records
Lot Numbering Log
Purpose/Scope
To outline the planned sequence of observations or measurements to assess whether the facility’s Critical Control Points (CCP’s) are under control. If monitoring indicates that there is a trend towards loss of control, then corrective action can be taken to bring the process back into control before a deviation from a critical limit occurs.

Monitoring procedures should be done at appropriately established frequency. Ideally, monitoring should be continuous. Most monitoring procedures need to be rapid because they relate to on-line "real time" processes and there will be no time for lengthy analytical testing.

Reference/Related Documents
Code of Federal regulations Chapter 9 Part 416
The National Advisory Committee on Microbiological Criteria for Foods (NACMCF)

Responsibility
It is the responsibility of the HACCP team members to:
- Read, understand, acknowledge they have been trained and agree to follow this SOP.
- Be able, by demonstration or describe, to assure the Regulatory Authority that they are familiar with proper monitoring techniques.
- Fully understand the purpose and importance of monitoring
- Be unbiased in monitoring and reporting
- Accurately report the results of monitoring.

Definitions
Monitoring
A planned sequence of observations or measurements to assess whether a facility’s Critical Control Points (CCP’s) are under control.

Critical Control Point (CCP)
A point or procedure in a specific food system where loss of control may result in an unacceptable health risk.

Deviation
Failure to meet a required critical limit for a critical control point.

Verification
Those activities, other than monitoring, that determine the validity of the HACCP plan and ensures that the plan is robust and operating according as intended.
Equipment
Calibrated thermometers (See Calibration SOP #2)

Procedure
Plant employees will be responsible for monitoring procedures and logs. The plant manager must periodically review the logs. If corrective actions were noted on any logs, the plant manager will follow up with the plant employees and discuss/approve them.

- Check temperatures of refrigerated storage units daily during production and record on the Cold Storage Temperature Log.

- Check temperatures of food, using a calibrated thermometer, to measure final internal product temperature.

- Check sanitizer concentration levels daily during production and record on the Sanitizer Log.

- Maintain HACCP equipment files including original manuals, certificates of compliance, repairs & maintenance, etc.

- Maintain packaging materials files including compliance with specifications for packaging materials.

- Monitor personal’s hygiene, hand washing and glove use procedure daily.

- Maintain pest control contract and quarterly assessments/treatment records.

Temperature Monitoring Procedures
When performing the monitoring procedure for a CCP, a calibrated thermometer will be used to check various pieces of product. Three monitored product temperatures will be recorded during receiving and at the start and end of processing. Actual values will be documented on the appropriate logs.

Monitoring Documentation
Cold Storage Temperature Log
Sanitation Log
Lot Numbering Log
Calibration Log
Corrective Action Log
Employee Training Log
Processing Log
Purpose
To ensure that all meat is protected, contained, labeled and stored safely.
To communicate company information and safe handling instructions to the consumer.

Reference
The University of Wisconsin Madison Center for Meat Process Validation
ATCP 55.10
9 CFR 317.2

Responsibility
It is the responsibility of the Fox Heritage Foods plant manager to:
1. Provide instructions and training for current plant employees in proper, safe packaging and product storage procedures.
2. To provide approved packaging equipment in proper working order.
3. To provide approved packaging materials.

It is the responsibility of Fox Heritage employees to:
1. Read, understand, acknowledge they have been trained and agree to follow this SOP daily.
2. Be able, by demonstration or describe, to assure the Regulatory Authority that they are familiar with proper packaging and product storage techniques.
3. Properly calibrate a thermometer for checking storage temperatures.
4. Report temperature violations and corrective actions to the plant manager.

Equipment and Materials Required
- Calibrated thermometer (See Calibration SOP & Log)
- Vacu Fresh vacuum packaging machine
- Food grade vacuum packaging bags
- Food grade cling film
- Approved meat packaging labels (See Labeling requirements on page 9-10 of the HACCP plan for requirements)
Fabricating Procedure
Assure that all pre operational and operational sanitation procedures have been completed.
(See Sanitation SOP #4)

Have approved meat packaging labels ready to go prior to packaging to avoid any product not being labeled immediately. Refer to Labeling requirements on page 8-9 of the HACCP plan for requirements and the Lot Numbering Sop (#10)

Using the Processing & Product Temperature Log #08 and a calibrated thermometer, measure meat temperature at the start of fabrication. Monitoring starts at the time product temperature first exceeds 41°F (this may or may not be the time product leaves the cooler- depending on cooler temperature).

Temperature monitoring will be done at least once for each product grouping or whole carcass in each production day.

Work quickly to assure that the meat stays within the range of the following temperatures and time critical limit.

<table>
<thead>
<tr>
<th>Critical Limits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meat internal temperature is between 41°F and no more than a designated upper temperature and time in the following table. This means that product internal temperature must return to 41°F or lower within the designated time.</td>
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</table>

**PORK**

Max. Temp. – Hrs:Min

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<tr>
<th>Temperature</th>
<th>Time</th>
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<tbody>
<tr>
<td>50°F</td>
<td>54:45</td>
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<td>55°F</td>
<td>17:00</td>
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<td>60°F</td>
<td>8:30</td>
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<td>65°F</td>
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<td>70°F</td>
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<td>1:00</td>
</tr>
<tr>
<td>110°F</td>
<td>1:00</td>
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</table>
Fabricating & Packaging Procedure
In the dedicated packaging area, working in small batches to avoid product being out of 41°F temperature:

1. Using the Vacu Fresh machine, vacuum pack under setting #1. If using a 3 mil bag, set the vacuum dial to 10:30 am. If using a 5 mil bag, set to 12:00. Apply vacuum until all visible air is removed.

2. Label all packages with a Fox Heritage Foods approved HACCP label.

3. Using the Processing & Product Temperature Log #08 and a calibrated thermometer, measure meat temperature at the after the last of the product is packaged and placed in the cooler and a final meat internal temperature will be measured when product is refrigerated to show that the temperature was 41°F or lower within the Critical Limit time.

4. Store product at 41°F or less or frozen for later use. Shelf life is 30 days fresh/6 months frozen.

Finished Product Storage Procedure
Once pork is packaged and labeled, it should be moved immediately to its designated area in the walk in cooler or freezer.

- Finished raw wholesale products will be stored separately from finished Ready-To-Eat (RTE) catering products by physical separation on designated racks/shelves of the walk in cooler and freezer.

- Unfinished raw pork products will NEVER be stored above finished or finished RTE products.

- No products (finished or unfinished) will be stored on the floor.

- All coolers will be maintained to hold a temperature of 41°F or lower, with daily monitoring and documentation through cold storage equipment temperature logs.

- All freezers will be maintained to hold a temperature of 0°F or lower, with daily monitoring and documentation through cold storage equipment temperature logs.
Monitoring

Using a calibrated thermometer, the plant manager or designee will

1. Measure meat temperature at the **start of fabrication**. Monitoring starts at the time product temperature first exceeds 41°F (this may or may not be the time product leaves the cooler-depending on cooler temperature).

Meat internal temperature will be **taken again after the last of the product is packaged and placed in the cooler** and a final meat internal temperature will be measured when product is refrigerated to show that the temperature was 41°F or lower within the Critical Limit time. Note that if meat temperature is 41°F or lower when the meat is returned to the cooler, no additional temperature measurement is necessary. Temperature monitoring will be done at least once for each product grouping or whole carcass in each production day.

The plant manager or a designated employee will

1. Verify that pre operational and operational sanitation procedures were performed prior to and during packaging.
2. Check the temperature logs during processing to assure the cold holding cooler is at 41°F or below.
3. Check the integrity of food packaging.
4. Verify that all packaged product is labeled with an approved label.
5. Assure equipment is in working order.

Corrective actions

If a deviation from a critical limit occurs, the establishment owner or designee is responsible for corrective action protocol as stated in 9 CFR, 417.3

- The cause of the deviation will be identified and eliminated.
- The CCP will be under control after the corrective action is taken.
- Measures to prevent recurrence are established.
- No product that is injurious to health or otherwise adulterated as a result of the deviation will be permitted to enter commerce.
- Refer to Corrective Action SOP #1
- Retrain any plant employee found not following the procedures in this SOP.

Verification and record keeping

Plant manager or designee will review the Product Temperature Log, Corrective Action Log, and Thermometer Calibration Log once per week.
Establishment owner or designee will calibrate all thermometers to a known standard monthly. Thermometers will be calibrated to ± 2° F or taken out of operation as stated in the SOP. Calibration actions are recorded in the Thermometer Calibration Log.

The plant manager will verify that plant employees are packaging and storing products properly by visually monitoring these procedures during production and reviewing the associated logs and products. The plant manager will periodically review the approved labels to assure accuracy and randomly check the product in the cooler for 100% labeling.

Processing & Lot numbering Logs are kept on file for a minimum of 3 years.

**Acceptance/Documentation Requirements**
- Cold Storage Temperature Log
- Processing & Product Temperature Log
- Corrective Action Log
- Thermometer Calibration Log
Purpose
The purpose of this operating procedure is to minimize or eliminate cross contamination and prevent food borne illness caused by employee hands, hair, clothing, jewelry or illness. Additionally this SOP will be used to train plant employees and monitor a high level of personal hygiene.

Reference/Related Documents
FSIS 9 CFR 416
Wisconsin Food Code Section 2- 301.11-16

Responsibility

It is the responsibility of license holder and plant manager to:
1. Demonstrate knowledge of foodborne disease prevention, application of the hazard analysis critical control point principles, and the requirements of the DATCP & DHS.

2. Provide instructions and training for current plant employees in foodborne disease prevention by:
   - Teaching employees the importance of proper hygiene and not working when ill.
   - Excluding the employee from working in the food establishment based on the sudden onset of vomiting or diarrhea or a diagnosed foodborne illness.
   - Restricting an employee’s duties based on symptoms of foodborne illness.

It is the responsibility of Fox Heritage Foods employees to:
1. Read, understand, acknowledge they have been trained and agree to follow this SOP daily.

2. Demonstration or describe the procedure as to assure the Regulatory Authority that they are familiar with proper hand washing and hygiene techniques.

3. Report the following to the plant manager:
   - **Foodborne illness symptoms**: Diarrhea, fever, vomiting, jaundice (yellowing of the skin and eyes) or sore throat with fever
   - **Diagnosed illnesses**: Norovirus, E. coli O157:H7, Campylobacter, Hepatitis A, Cryptosporidium, Shigella, Giardia, Salmonella, Staphylococcus, Listeria, Other food or waterborne illness
   - Lesions containing pus on the hand, wrist or an exposed portion of the arms or other body parts.
Equipment and Materials Required

- Soap
- Single use paper towels
- Designated hand wash sink with non-hand operated handles and warm (at least 85°F) running water.

Procedure

To ensure cleanliness of all persons handling any product:

- Dressing rooms, toilet rooms and urinals must be sufficient in number, ample in size, conveniently located, and maintained in a sanitary condition and in good repair at all times. They must be separate from the rooms and compartments in which products are processed, stored, or handled.

- Lavatories with running hot and cold water, soap, and towels, must be placed in or near toilet and urinal rooms and at such other places in the establishment.

- Refuse receptacles must be constructed and maintained in a manner that protects against the creation of insanitary conditions and the adulteration of product.

Hand Washing & Hygiene

When washing hands, only use sinks designated by Fox Heritage Foods for hand washing only. Utilize the sink nearest to your HACCP work station. Do not use food preparation, utility or dishwashing sinks for hand washing. Pay particular attention to the areas underneath the fingernails and between the fingers. Dry with single use towels. Hand washing is to be done at the following times:

**Wash hands:**

- Before starting work
- After touching bare human body parts such as hair, face, or body
- After using the toilet room
- After caring for service animals
- After sneezing, coughing, or using a handkerchief or tissue
- After smoking, eating, drinking, or chewing gum or tobacco
- After touching soiled dishes, equipment, or utensils
- Before changing tasks to prevent cross-contamination
- During food preparation as often as necessary to remove soil and contamination
- After handling raw meats, poultry, or fish
- When moving from one food preparation area to another
- Before putting on or changing gloves
- After removing gloves when working with raw animal products
- After any clean up activity such as sweeping, mopping, or wiping counters
- After handling trash
- After handling money
- After any time the hands may become contaminated
Follow proper hand washing procedures as indicated below:

1. Wet hands and forearms with warm, running water at least 85°F and apply soap.
2. Scrub lathered hands and forearms for at least 20 seconds. Pay particular attention to the areas underneath the fingernails and between fingers.
3. Rinse thoroughly under clean, warm running water.
4. Dry hands and forearms thoroughly with single-use paper towels.
5. Turn off water using elbows or paper towels.
6. Use paper towel to open door when exiting the restroom.

Hand sanitizers

- Use hand sanitizers only after hands have been properly washed and dried.
- Use only hand sanitizers that comply with the Wisconsin Department of Agriculture, Trade and Consumer Protection and the FDA regulations for food establishments. Confirm with the manufacturers that the hand sanitizers used meet these requirements.
- Use hand sanitizers in the manner specified by the manufacturer.

Procedures for Safe Hygiene & Elimination of Cross Contamination

1. Fingernails must be kept trimmed, filed, free of nail polish, and maintained so the edges are cleanable and not rough.

2. Eating and drinking is prohibited in the food prep areas where contamination of exposed food, clean equipment, utensils, unwrapped single service and single use articles could occur.

3. Effective hair restraints must be worn in processing areas.

4. Smoking and other uses of tobacco are prohibited.

5. Clean outer clothing must be worn each day and changed as often as necessary throughout the day (when moving from a raw food operation to a ready-to-eat food operation).

6. Aprons, frocks, and other outer clothing worn by persons who handle product must be of material that is disposable or readily cleaned. Clean garments must be worn at the start of each working day and garments must be changed during the day as often as necessary to prevent adulteration of product and the creation of insanitary conditions. Aprons used by employees are to be hung in a designated area when not in use. They are not to be worn in the toilet area, eating areas and office.

7. No jewelry (except a wedding band or other plain ring) is allowed during handling of food.
8. Plant Employees shall report to the Plant manager when they have symptoms of illness as listed in the Responsibilities section of this SOP.

9. Plant employees shall minimize bare hand and arm contact with exposed food that is not in a ready-to-eat form. Food employees may not contact exposed, ready-to-eat food with their bare hands and shall use suitable utensils such as deli tissue, spatulas, tongs, single-use gloves or dispensing equipment (except when washing raw fruits and vegetables that are to be thoroughly washed in water to remove soil and other contaminants before being cut, combined with other ingredients, cooked, served, or offered for human consumption).

10. Food employees shall make their manager aware if they are diagnosed with a foodborne illness or suffering from symptoms of diarrhea, fever, vomiting, jaundice (yellowing of the skin and eyes) or sore throat with fever. Norovirus is now the most prevalent foodborne illness in the US, causing 21 million reported incidents a year and 800 deaths! It is highly contagious and can easily spread by 100 particles or less of the virus. When an employee is diagnosed with Norovirus they can infect other employees or surfaces and easily cause a serious outbreak. Anyone suffering from Norovirus should stay away from work for 2-3 days following initial symptoms even when they feel better because they are still contagious.

**Monitoring**
1. The plant manager on duty or a designated employee will visually observe personal hand washing, hygiene and health practices of the foodservice staff during all hours of operation.
2. The plant manager on duty or a designated employee will visually observe that hand washing sinks are properly supplied during all hours of operation.

**Corrective action**
1. Retrain any plant employee found not following the procedures in this SOP.
2. Ask employees that are observed not washing their hands at the appropriate times or using the proper procedure to wash their hands immediately.
3. Restrict or exclude ill employees from work.

**Verification and record keeping**
The plant manager will initially train existing and new employees on personal hand washing, hygiene and foodborne illness symptoms. Training records will be kept on file for the duration of the employee’s employment and for a minimum of 6 months after an employee terminates employment.

**Acceptance/Documentation Requirements**
Employee training records
Approved Hand Wash signs
Purpose/Scope
To assure that all thermometers used during meat processing are accurate and in proper working order.
To assure the safety of Fox Heritage Foods through the proper calibration of it’s equipment.

Responsibility
Processor or Designee will calibrate the thermometers prior to use by using the specifications of the manufacture of the equipment or the following procedures will be implemented.

Reference/Related Documents
Thermometer Calibration Log

Procedure
1. Each thermometer will be assigned an ID number.

2. Thermometers intended for measuring higher temperature items, such as cooked product, will be calibrated in hot water, while those used for taking lower temperatures will be calibrated in ice water. All thermometers will be calibrated within ±2 degrees Fahrenheit (°F).

3. Thermometers in use will be checked against a certified thermometer during calibration, if available. Otherwise, all thermometers will be calibrated either against each other, or against a thermometer that is used only during calibration. These methods would require a minimum of three thermometers for accuracy.

4. Record the results, using actual values, on the Thermometer Calibration Log, along with the date and initials of the person performing the calibration procedure.

Thermometers that cannot be easily calibrated through direct immersion in either ice water or hot water can be calibrated by comparing readings with another calibrated thermometer. Thermometers that may be calibrated in this way include smokehouse probes and room temperature thermometers. When doing this, a recently calibrated thermometer will be used as the reference.

Room temperature thermometers that are outside the ±2 degree F. range will be replaced. Smokehouse probes that are outside the ±2 degree F. range will be professionally serviced.

Calibration in ice water
- Add crushed ice and distilled water to a clean container to form a watery slush.
- Place thermometer probe into slush for at least one minute, taking care to not let the probe contact the container.
- If the thermometer does not read between 30° and 34°F, adjust to 32°F. Nonadjustable thermometers will be removed from use until they have been professionally serviced. Thermometers that have been adjusted for 3 consecutive months will be replaced.
- Record the results, using actual values, on the thermometer calibration log, along with the date and initials of the person performing the calibration procedure.
Calibration in hot water

- Heat a clean container of water to a temperature range that is used for cooked product. Running clean water through the coffee maker gives a water temperature of approximately 145°F. Another option is to bring a clean container of water to a rolling boil.
- Place the thermometer probe into the hot water, along with the certified thermometer and/or reference thermometer, for at least one minute, taking care not to let the probe contact the container.
- If the test thermometer does not read within + or – 2°F of the reference thermometer, adjust accordingly. Nonadjustable thermometers will be removed from use until they have been professionally serviced.
- Thermometers that have been adjusted for 3 consecutive months will be replaced.

Acceptance/Documentation Requirements

- Results will be recorded, using actual values, on the Thermometer Calibration Log, along with the date and initials of the person performing the calibration procedure. Thermometers will be calibrated at a frequency dependent on production volumes and use of monitoring CCP values or SOP values.

- Any thermometer that has been dropped or abused will be taken out of service until it has been recalibrated.

- Any “loose” thermometers, or thermometers that have been out of calibration for 3 consecutive months, shall be disposed of.
Fox Heritage Foods
5957 Mckee Rd
Fitchburg WI 53719

Thermometer Calibration Log

<table>
<thead>
<tr>
<th>Initials/Date</th>
<th>Thermometer ID#</th>
<th>Reference Thermometer Reading (°F)</th>
<th>Test Thermometer Reading (°F)</th>
<th>Adjustments Required/ Corrective Action</th>
</tr>
</thead>
</table>

Calibrate all thermometers to a known standard weekly or as needed. Record the calibration temperature and corrective action taken, if applicable, each time thermometer is calibrated.
Thermometers intended for measuring lower temperatures will be calibrated in ice water. Thermometers will be calibrated to ± 2° F or taken out of operation.
### Procedure

Check units twice daily. If air temperature is more than 45°F, check product temperature. If product temperature is >41°F but <50°F, move product and cool to 41°F w/in 4 hours and repair unit. If product temperature is higher than 50°F, discard product and repair unit. Any record noted above 41°F must have an explanation/corrective action noted.

**Unit name & location:** ___________________________  **Month/Year:** ______________

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<td>1</td>
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## SSOP Inspection Log: Pre- Op & Operational

### Pre-Operational SSOP’s

To be monitored and recorded on production day before any processing begins. May be monitored the day before production days after all cleaning and sanitizing procedures end.

<table>
<thead>
<tr>
<th>Daily Results</th>
<th>9 = acceptable, X = Unacceptable, or NA = Not applicable. Initial after the entry.</th>
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</thead>
<tbody>
<tr>
<td><strong>Record Corrective Actions on the Corrective Actions Log</strong></td>
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<tr>
<td><strong>Date:</strong></td>
<td><strong>Date:</strong></td>
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</tbody>
</table>

- Receiving and storage area contact surfaces are in good order, and are cleaned and sanitized after operations.
- Processing area contact surfaces are in good order, and are cleaned and sanitized after operations.
- Equipment and facilities that are potentially indirect food-contact surfaces are clean and in good operating condition.
- All cleaners, sanitizers, pesticides and other potentially toxic chemicals are properly labeled and stored separately from food and processing areas.
- Food containers, packaging and dry storage areas are maintained to prevent direct or indirect contamination of food.
- All food transport equipment is clean and in good repair.
- Employees are following the Personal Health & Hygiene SOP and restricted from work in the case of illness or wounds/lesions.
- Sanitizer concentrations have been checked for dishwashing, sanitizer wiping cloth buckets and mop buckets.
Purpose
To provide training on how to properly clean and sanitize food contact surfaces and equipment and prevent foodborne illness or other forms of contamination.

Each official establishment must be operated and maintained in a manner sufficient to prevent the creation of insanitary conditions and to ensure that product is not adulterated.

Reference/Related Documents
Code of Federal regulations Chapter 9 Part 416
Wisconsin Food Code-4-601-4-703
Sanitizer Log F04
National Food Service Management Institute- USDA

Responsibility

It is the responsibility of license holder and plant manager to:
• Provide written instructions and training on proper pre operational and operational sanitizing procedures.
• To implement and maintain this SSOP
• To teach employees the importance of proper hygiene and not working when ill.

It is the responsibility of Fox Heritage Foods employees to:
• Read, understand, acknowledge they have been trained and agree to follow this SOP daily.
• Demonstration or describe the procedure as to assure the Regulatory Authority that they are familiar with sanitation techniques.
• Report any illness to the plant manager.
• Report a lack of sanitizing or deviations from the sanitation SOP
Definitions

Sanitization
The application of cumulative heat or chemicals on cleaned food–contact surfaces that, when evaluated for efficacy, is sufficient to yield a reduction of five logs, which is equal to a 99.999% reduction, of representative disease microorganisms of public health importance.

Quaternary ammonium
Quaternary ammonium compounds are used as disinfectants. They are odorless, colorless and non-corrosive.

Chlorine sanitizer
Chlorine compounds are the most commonly used sanitizers in food establishments. They are effective against virtually all bacteria and are relatively easy to prepare and apply. They are also the most effective sanitizers against viruses.

Sanitizer test kit
A test kit designed to test the strength of a chemical solution. Kits usually consist of simple "paper strips" that are dipped into the chemical solution to assure the proper mixing and strength of these solutions. Verification occurs by comparing strip color with that of a color chart on the test kit.

Food–contact surface
(a) A surface of equipment or a utensil with which food normally comes into contact; or
(b) A surface of equipment or a utensil from which food may drain, drip, or splash:
   (i) Into a food, or
   (ii) Onto a surface normally in contact with food.

Equipment and Materials Required
Wisconsin Department of Health & Family Services approved sanitizer/s
Chlorine & Quaternary ammonia sanitizer test strips
Fox Heritage Foods Sanitizer Log F04

<table>
<thead>
<tr>
<th>Chemicals</th>
<th>Brand</th>
<th>Product#</th>
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</thead>
<tbody>
<tr>
<td>Steramine</td>
<td>I&amp;I Industrial</td>
<td>#ST-1266</td>
</tr>
<tr>
<td>Deluxe Pot &amp; Pan dish soap</td>
<td>Solvit</td>
<td>#1602-MW</td>
</tr>
<tr>
<td>Kleenflow Bioenhanced floor cleaner</td>
<td>Solvit</td>
<td></td>
</tr>
</tbody>
</table>

Cleaning compounds, sanitizing agents, processing aids, and other chemicals used by an establishment must be safe and effective under the conditions of use. Such chemicals must be used, handled, and stored in a manner that will not adulterate product or create insanitary conditions. Documentation substantiating the safety of a chemical’s use in a food processing environment must be available for the regulatory inspectors review.
General Grounds & Building Sanitation
The following are required as necessary to prevent adulteration of product or the creation of insanitary conditions:

- The grounds must be maintained.
- Establishment buildings, including their structures, rooms, and compartments must be of sound construction, be kept in good repair, and be of sufficient size to allow for processing, handling, and storage of product.
- Walls, floors, and ceilings within establishments must be built of durable materials impervious to moisture.
- Rooms or compartments in which edible product is processed, handled, or stored must be separate and distinct from rooms or compartments in which inedible product is processed, handled, or stored.
- Lighting of good quality and sufficient intensity to ensure that sanitary conditions are maintained and that product is not adulterated must be provided in all areas of the plant.
- Ventilation adequate to control odors, vapors, and condensation.
- Plumbing systems must be installed and maintained to plumbing and Code of Federal regulations Chapter 9 Part 416.

Pest Control
- Establishments must have in place a pest management program to prevent the harborage and breeding of pests on the grounds and within establishment facilities. PCP is currently scheduled on a quarterly contract.
- Walls, floors, ceilings, doors, windows, and other outside openings must be constructed and maintained to prevent the entrance of vermin, such as flies, rats, and mice.

Equipment & Utensils
- Equipment and utensils used for processing or otherwise handling edible product or ingredients must be of such material and construction to facilitate thorough cleaning.
- Equipment and utensils must be maintained in sanitary condition.
- Equipment and utensils must not be constructed, located, or operated in a manner that prevents FSIS inspection program employees from inspecting the equipment.
- Receptacles used for storing inedible material must be of such material and construction that their use will not result in the adulteration of any edible product. Such receptacles must not be used for storing any edible product and must bear conspicuous and distinctive marking to identify permitted uses.
- Wash, rinse, and sanitize food contact surfaces of sinks, tables, equipment, utensils, thermometers, carts, and equipment using the following procedure:
  - Wash surface with detergent solution.
  - Rinse surface with clean water.
  - Sanitize surface using a sanitizing solution mixed at a concentration specified on the manufacturer’s label.
  - Place wet items in a manner to allow air drying.
Employee Hygiene (Also see Personal Hygiene & Health SOP #5)

All food-contact surfaces, including food-contact surfaces of utensils and equipment and Non-food-contact surfaces of facilities, equipment, and utensils, used in the operation of the establishment must be cleaned and sanitized as frequently as necessary to prevent adulteration of product or the creation of insanitary conditions.

Procedure

Dishwashing

- **Pre-cleaning** - equipment and utensils shall be pre-flushed, presoaked, or scraped as necessary to eliminate excessive food debris.

- **Washing** - equipment and utensils shall be effectively washed to remove or completely loosen soils using manual or mechanical means.

- **Rinsing** - washed utensils and equipment shall be rinsed to remove abrasives and to remove or dilute cleaning chemicals with water.

- **Sanitizing** - After being washed and rinsed, equipment and utensils must be sanitized with an approved chemical by immersion, manual swabbing, brushing, or pressure spraying methods. Exposure time is important to ensure effectiveness of the chemical.

- Chemical test kit must be available and routinely used to ensure that accurate concentrations of the sanitizing solutions are being used.

Procedure

In the 3-compartment sink, setup and use in the following manner:

- In the first compartment, wash with a clean detergent solution at or above 110°F or at the temperature specified by the detergent manufacturer.
- In the second compartment, rinse with clean water.
- In the third compartment, sanitize with a sanitizing solution mixed at a concentration specified on the manufacturer’s label or by immersing in hot water at or above 171°F for 30 seconds. Test the chemical sanitizer concentration by using the appropriate test kit.

Sanitizer Verification

Sanitation of environmental surfaces is the last line of defense against the movement of microbes into food. The surface on which food is prepared on is an ideal growth medium for bacteria. Sanitizing these surfaces is a daily necessity. Sanitizers destroy microorganisms that can remain on surfaces even after they have been cleaned by soap.

1. Follow the instructions of the chemical sanitizing test kit specific to your sanitizing solution/s. Test each dishwasher and the sanitizer dispenser or buckets, if individually made.

2. If test strips are getting low, old or are otherwise not working, add to order sheet.
Pre-Operational Sanitation
Procedure
Cleaning of food-contact utensils, equipment and surfaces

All equipment and other surfaces that could contact meat or ingredients shall be cleaned and sanitized at the end of the shift in which it was used. It is recommended to clean floors first and then clean equipment from top to bottom.

1. Disassemble the equipment. Place the parts in the designated tubs, racks, etc. (Simple equipment and hand tools are cleaned and sanitized in the same manner, but they do not require disassembly and reassembly.)
2. Physically remove product debris by hand or with tools such as scrapers.
3. Observe equipment for missing parts or parts/surfaces that are worn to the extent that debris will accumulate and cause product contamination. Replace or repair parts/surfaces and document what was done on the Corrective Action Log.
4. Rinse equipment parts with warm potable water to remove remaining debris. Note: a potability certificate for water from municipal water, or a satisfactory well test report (done at least every 6 months) will be available to prove that the water supply is potable.
5. Apply an approved cleaner to parts and clean according to manufacturers’ directions. Rinse the equipment parts with potable water.
6. Sanitize equipment with an approved sanitizer that is mixed and used according to the manufacturers’ directions, and, if required, rinse with potable water.
7. Check and reassemble the equipment.
8. All cleaning and sanitizing chemicals shall be properly labeled and stored separately from food and processing areas.
Procedure for Cleaning of indirect food-contact surfaces

Although the SSOP regulations do not explicitly address potential indirect food-contact surfaces such as floors, walls, and ceilings, these surfaces can be an important source of microbial contaminants. We regularly perform the following steps to maintain sanitary conditions.

1. Cleaning Procedures:
   a. Sweep up debris and discard it.
   b. Clean surfaces with an approved cleaner, according to manufacturer's directions.
   c. Rinse surfaces with potable water.
   d. Rinse surfaces with an approved sanitizer, according to manufacturer's directions.

2. Floor Cleaning
   a. Clean processing area floors and walls at the end of each production day. Floors will first be washed with KleenFlow following the manufacturer's instructions. KleenFlow is a bio-engineered enzymatic floor cleaner. KleenFlow is specifically formulated for use in mop water for degradation of organic debris on flooring, grout, expansion joints, and in the mop itself. Directing the overflow down floor drains will enhance overall drain performance and provide for long-term odor elimination. KleenFlow is manufactured with selectively adapted microorganisms that are stabilized in a concentrated, non-toxic formulation and is safe for use on all types of flooring and hard surfaces.
   b. Once floor is washed, it will be sanitized with a 200 ppm solution of bleach and allow to air dry.

3. Cleaning Frequency
   a. If necessary, clean ceilings at least once a month and more often if needed.
   b. If necessary, clean the cooler/freezer floors, walls, and ceilings. Shield or remove product before cleaning to prevent it from being splashed. Follow the Cleaning Procedures described in step 1.
   c. If cooler/freezer shelves and racks are in need of cleaning, remove product and clean using the Cleaning Procedures described in step 1.
   d. Pest control is done by a commercial applicator quarterly. The commercial applicator will provide a record of his/her inspections, findings, and actions taken. These records will be kept on file. The plant manager or designee will monitor plant entryways on a daily basis during production to assure that insects and rodents cannot enter the plant. Rodent traps will be monitored during production to ensure that they are properly placed. All pest control chemicals shall be properly labeled and stored separately from food-processing areas.
Obtain the SSOP Inspection Log: Pre-Op & Operational and perform the Pre-Operational section.

Record the inspection results on the SSOP Inspection form. If an inspected area, program, or piece of equipment is acceptable, enter the appropriate symbol (✓). If a deviation is noted, enter the (X) symbol in the SSOP Inspection form, and then describe the problem and the corrective actions taken to fix it on the Corrective Action Log. Be sure to date and initial these records. The corrective action may consist of re-training the plant employees as appropriate, changing a cleaning/sanitizing procedure, and/or repeating the existing procedure with greater care and re-inspecting.

Operational Sanitation

The objective of our operational sanitation program is to prevent contamination of carcasses and other food products resulting from employee actions throughout processing.

1. No person with illness, or open/infected wounds is allowed to handle foods or food-contact surfaces.

2. All employees must begin their shift wearing clean garments. Raw product processing employees must wear hair covers and change or clean/sanitize (or replace) outer garments when they become soiled.

3. Employees must wash hands properly after using the bathroom or handling any objects that may contaminate products, and before putting on disposable gloves.

4. Employees may not use tobacco, eat, or drink in slaughter in the processing plant.

5. Employees may not wear jewelry (other than secured wedding bands) or cosmetic items that could contaminate product.

6. Food, beverages, and medications must be stored in designated employee locker or storage areas.

7. Hand wash facilities and toilets must be kept functioning correctly and properly supplied. The door to the hand washing facility must be kept closed and the fan must remain on during processing.

8. Clean hands, arms, gloves, aprons, boots, etc., as often as necessary during the fabrication and packaging procedures.

9. Wash, rinse and then sanitize (with approved sanitizer), knives and other hand tools, saws and other equipment, as often as necessary during the dressing procedures to prevent contamination of the skinned carcass.

10. Keep your hands, arms, clothes, aprons, boots and knives clean during the processing and packaging process. If contamination occurs, step away from the area to clean apron, boots, and knives. Sanitize utensils after cleaning. It may also be necessary to clean hands and arms with soap and water.

11. Clean and sanitize (using a designated approved chemical sanitizer or 180ºF water) the band saw after it is used or when contamination occurs.
Monitoring
The Plant Manager or designee will inspect equipment and other food-contact surfaces before the start of production each workday to monitor the effectiveness of cleaning and sanitizing. The Plant Manager will normally rely on appearance, odor, and feel of food contact surfaces (an “organoleptic inspection”). The Plant Manager or designee will inspect potential indirect food-contact surfaces before the start of production each workday, visually observe the sanitizing procedures of the plant staff during all hours of processing and verify that sanitizer solutions are within acceptable range.

The Plant Manager will normally rely on appearance, odor, and feel of indirect food contact surfaces (an “organoleptic inspection”). Results of the inspection will be recorded on the SSOP Inspection Log. Any necessary corrective actions should be performed and documented in the Corrective Action Log. The corrective actions taken must prevent direct product contamination or adulteration. If new inspection procedures are adopted, the SSOP will be modified accordingly and a revision number entered in the header and on the Master SOP list.

Plant employees will:
1. On all processing days, visually and physically inspect food contact surfaces of equipment and utensils to ensure that the surfaces are clean.
2. In a 3-compartment sink, on a daily basis:
   a. Visually monitor that the water in each compartment is clean.
   b. Take the water temperature in the first compartment of the sink by using a calibrated thermometer.
   c. If using chemicals to sanitize, test the sanitizer concentration by using the appropriate test kit for the chemical.
   d. If using hot water to sanitize, use a calibrated thermometer to measure the water temperature. Refer to Calibrating Thermometer SOP.

Corrective Action
1. Retrain any plant employee found not following the procedures in this SOP.
2. Wash, rinse, and sanitize dirty food contact surfaces. Sanitize food contact surfaces if it is discovered that the surfaces were not properly sanitized.
3. In a 3-compartment sink:
   - Drain and refill compartments periodically and as needed to keep the water clean.
   - Adjust the water temperature by adding hot water until the desired temperature is reached.
   - Add more sanitizer or water, as appropriate, until the proper concentration is achieved.
4. Adjust any sanitizer solution that is does not fall within acceptable range.
5. Change sanitizer solutions regularly
6. Replace test kits that are out of date, wet or not working according to the manufacturer’s instructions
7. Always follow manufacturer’s instructions for chemical use.
Verification and record keeping
The plant manager will verify that plant employees are adhering to proper SSOP procedures by visually monitoring these procedures during production and reviewing the associated logs and products.

The plant manager will initially train existing and new employees on proper sanitizing procedures. Training and will be kept on file for the duration of the employees employment and for a minimum of 6 months after an employee terminates employment.

All SSOP records will be made available to DATCP personnel (within 24 h) upon request.

Acceptance/Documentation Requirements
Employee training records
Sanitizer Test Log F04
Potability certificate for water from municipal water
Pest Control assessments and application records
Test strip or paper thermometer verification of the following:
SSOP Inspection Log: Pre-Op & Operational

Sanitizers:
Chlorine solution- 200 ppm
Quaternary Ammonium-200 ppm
### Operational SSOP’s

To be observed at least once between every break in work and recorded at least once daily during processing.

<table>
<thead>
<tr>
<th>Daily Results</th>
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</thead>
<tbody>
<tr>
<td>Enter ✓ = acceptable, X = Unacceptable, or NA = Not applicable.</td>
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<tr>
<td>Initial after the entry.</td>
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<tr>
<td><strong>Record Corrective Actions on the SSOP Corrective Actions Log</strong></td>
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<tr>
<td>Date:</td>
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</tbody>
</table>

| Processing is planned so ingredients are kept out of the temperature danger zone to the extent possible. |
| Employees do not wear jewelry (other than secured wedding bands) or cosmetic items that could contaminate product. |
| Employees are wearing clean garments, gloves and hair covers (as necessary for assigned tasks). |
| Food, beverages, and medications are stored in designated employee storage areas. |
| Employees wash hands properly after using bathroom or handling objects that may cross contaminate products. |
| Employees do not use tobacco, eat, or drink in the processing plant. |
| Sanitizer concentrations have been checked for dishwashing & sanitizer wiping cloth buckets. |
| Hand wash facilities and toilets are stocked & functioning correctly. Door is closed. Fan is on. |
| Tools, hands, aprons, and boots are cleaned and sanitized (if appropriate) to prevent contamination during processing of pork. |
| Band saw is rinsed and sanitized before next use. |
| Utensils are cleaned and sanitized before next use. |
| Vacuum packaging equipment is cleaned and sanitized before next use. |
| Inspected product area in the walk in cooler is clean, sanitized and only contains HACCP inspected products. |
| Work surfaces are cleaned and sanitized before next use. |
| Plant floor is cleaned and sanitized before next use. |
| Product is stored in designated area of the walk in cooler or freezer |
**Purpose**
To ensure that all meat is received fresh and safe when it enters the Fox Heritage Foods meat processing plant. To assure the safe transfer of meat to proper storage as quickly as possible.

**Reference/Related Documents**
The University of Wisconsin Madison Center for Meat Process Validation
ATCP 55

**Responsibility**

**It is the responsibility of the Fox Heritage Foods license holder to:**
1. Provide instructions and training for current plant employees in proper receiving procedures and the methods of this SOP.
2. To provide equipment in proper working order.
3. To assure the proper paperwork, including invoices and logs, are kept and maintained on file for a minimum of 1 year

**It is the responsibility of Fox Heritage Foods employees to:**
1. Read, understand, acknowledge they have been trained and agree to follow this SOP daily.
2. Be able, by demonstration or describe, to assure the Regulatory Authority that they are familiar with proper receiving techniques.
3. Properly calibrate a thermometer for checking receiving temperatures.
4. Report temperature violations and corrective actions to the plant manager.

**Equipment and Materials Required**
- Calibrated thermometer (See Calibration SOP & Log)
- Receiving Log
**Procedure**

**Receiving raw, whole pig from supplier**

1. We will only accept product from an approved, licensed source.

2. Upon receiving product, all meat will be inspected for biological, chemical or physical contamination and all containers will be inspected for visible evidence of contamination or damage that may allow contamination.

3. Each batch of meat received from the supplier will be accompanied by appropriate paperwork to allow Fox Heritage Foods to track said batch. This may be achieved by inclusion or a Lot# or Product # for each batch, or as the supplier sees fit to meet the requirement. All invoices from suppliers will also be checked, initialed, and kept on file for review.

4. Using the Receiving Log, the product temperature of each whole pig will be checked by inserting a cleaned, sanitized calibrated thermometer into the product or between product pieces in three places. Products that are not warmer than 50ºF will be accepted. Products that are between 50 and 75ºF will either be rejected outright or evaluated. Evaluation may include organoleptic (visual) evaluation, review of time/temperature information, consulting a process authority, or accepting the product and performing a microbiological analysis. Product should be properly refrigerated/frozen if it is accepted pending the end of the evaluation. If the evaluation indicates that the product could only be used safely to make cooked items, it can be accepted and used only in this way. No product with temperature over 75ºF will be accepted. All temperatures and evaluations will be recorded on the Receiving Log #L06.

**Transport of Product**

Once the product is accepted from the supplier, it will be transferred to the Fox Heritage Foods refrigerated truck or food safe cooler with tight fitting lid covered in ice.

- Transporting meat for human consumption shall be done in a manner that keeps the meat wholesome and unadulterated.

- Meat and meat food products for human consumption shall be refrigerated during transport if they are perishable.

- Vehicles and facilities used to transport meat and meat food products shall be constructed and maintained to ensure that the meat and meat food products arrive at their destination in a wholesome and unadulterated condition.

- Unwrapped meat and meat food products shall be transported in an enclosed vehicle equipped with tight fitting doors, and shall be protected from contamination from the vehicle.
Receiving at Fox Heritage Foods

1. Upon arrival at Fox Heritage Foods plant, the raw product will either be left in the refrigerated truck at or below 41°F (if processing is to occur immediately) or transferred to the HACCP Inspected Product Only designated rack in the walk in cooler or freezer.

2. All coolers will be maintained to hold a temperature of 41°F or lower, with daily monitoring (on days of processing) and log documentation.

3. All freezers will be maintained to hold a temperature of 0°F or lower, with daily monitoring (on days of processing) and log documentation.

Packaging Materials, Cleaning Supplies, other non-ingredient items

1. We will only accept packaging materials from an approved source.

2. All containers will be inspected for visible evidence of contamination or damage that may allow contamination. All contaminated or damaged product will be rejected.

3. Product containers will be marked with the date of receipt and stored on designated shelves/racks in the packaging storage area or chemical storage area, as appropriate. The “First In, First Out” principle will be followed in using packaging materials, cleaning supplies, and other non-ingredient items.

4. The acceptance of the product will be recorded on the incoming product invoice. All invoices will be checked, initialed, and kept on file for review.

Monitoring

1. The plant manager or a designated employee will
   - Inspect the delivery truck before it leaves to pick up product to ensure that it is clean, free of putrid odors, is equipped with tight fitting doors and organized to prevent cross-contamination.
   - Check the interior temperature of refrigerated trucks to verify it is 41°F or less.

2. Check the temperature of refrigerated foods (as above).

3. Check the integrity of food packaging.

4. Check the cleanliness of product containers before accepting products. Reject foods that are shipped in dirty containers.
Corrective action
1. Retrain any plant employee found not following the procedures in this SOP.
2. Reject the meat that is out of safe temperature zone, contaminated or otherwise deemed unacceptable by the established rejection procedures.

Verification and record keeping
Record the temperatures and the corrective action on the Receiving Log. The plant manager will verify that plant employees are receiving products using the proper procedure by visually monitoring receiving practices reviewing the Receiving Log and supplier product sheets after processing.

Receiving Logs are kept on file for a minimum of 3 years.

Acceptance/Documentation Requirements
Employee training records
Receiving Log #L06
## Receiving Log

<table>
<thead>
<tr>
<th>Date</th>
<th>Product Received Quantity</th>
<th>Received From</th>
<th>Visual Observations Lack of Foreign Material?</th>
<th>Meat Temps</th>
<th>Corrective Actions (if applicable)</th>
<th>Inspected by</th>
<th>Verified Initials &amp; Date</th>
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**Instructions:** Plant employees will record all of the following fields each time pork is processed. Temperatures will be taken in three locations of the meat being processed at the start and end of processing. The plant manager will verify employees are taking the required temperatures and following the proper processing procedure by visually monitoring processing and reviewing, initialing and dating the log after each lot is processed.

<table>
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<tr>
<th>Initials</th>
<th>Date</th>
<th>Type/s of Pork Processed</th>
<th>Amount of Pork Processed</th>
<th>Lot # Assigned</th>
<th>Meat Temp at start of fabrication</th>
<th>Meat Temp at end of packaging</th>
<th>Meat Temp when Back in Cooler</th>
<th>Deviation From Critical Limit?</th>
<th>Pre sale Verification Initials/Date</th>
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<td>Yes/No (Refer to Correction Action SOP if Yes)</td>
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**Verification Activities** (when done)

**Type of activity** (DO = Direct Observation of CCP monitoring, RR = Records Review, CAL = Thermometer Calibration): ______________________

**Result of activity** (V = Acceptable, - = Not Acceptable): ______________________

**Comments:**

**Date/Time:** ___________________________  **Initials:** ___________________________
Purpose/Scope
To create procedures that collect and evaluate scientific and technical information to determine if the HACCP plan, when properly implemented, will effectively control the hazards. Verification involves actual observation of procedures and a thorough review of records to verify that the plan is being effectively implemented.

Reference/Related Documents
9 CFR 417
The National Advisory Committee on Microbiological Criteria for Foods (NACMCF)

Responsibility
It is the responsibility of the Fox Heritage Foods plant manager to conduct and track initial validation of the new HACCP plan and a comprehensive system verification annually.

It is the responsibility of the Fox Heritage Foods HACCP plant employees to:
- Read, understand, acknowledge they have been trained on the purpose and importance of verification.
- Be able to demonstration they are familiar with verification procedures.
- Be unbiased in verification procedures and reporting.
- Accurately report the results of verification & audits.

Definitions
Verification
Those activities, other than monitoring, that determine the validity of the HACCP plan and ensures that the plan is robust and operating according as intended.

Validation
Validation is that element of verification focused on collecting and evaluating scientific and technical information to determine if the HACCP plan, when properly implemented, will effectively control the hazards.

Control Point
Any point in a specific food system at which loss of control does not lead to an unacceptable health risk.

Critical Control Point
A point or procedure in a specific food system where loss of control may result in an unacceptable health risk.

Critical Limit
The maximum or minimum value to which a physical, biological, or chemical parameter must be controlled at a critical control point to minimize risk that the identified food safety hazard may occur.

Deviation
Failure to meet a required critical limit for a critical control point.
Procedure
Validation is the initial phase in which, upon completion of the hazard analysis and development of the HACCP plan, the plan is tested and reviewed to determine if it is functioning as intended. Every establishment shall validate their HACCP plan’s adequacy in controlling the food safety hazards (identified during the hazard analysis) and shall verify that the plan is being effectively implemented. The choices made while working through the preliminary steps and HACCP principles must be repeatedly tested and shown to prevent or control identified hazards in the “real world”.

Initial validation.
Upon completion of the hazard analysis and development of the HACCP plan, the establishment shall conduct activities designed to determine that the HACCP plan is functioning as intended. During this HACCP plan validation period, the establishment shall repeatedly test and track the adequacy of the CCP’s, critical limits, monitoring and recordkeeping procedures and corrective actions set forth in the HACCP plan. Validation also encompasses reviews of the records themselves, routinely generated by the HACCP system, in the context of other validation activities. This period generally last for 90 days. During this period, as much data as is possible should be recorded and compiled in order to later write a justification statement for the science behind the plan and procedures.

Ongoing verification activities.
Ongoing verification activities include, but are not limited to:
- The calibration of process-monitoring instruments;
- Direct observations of monitoring activities and corrective actions; and
- The review of records generated and maintained in accordance with 9 CFR 417.

Reassessment of the HACCP plan.
Every establishment shall reassess the adequacy of the HACCP plan at least annually and whenever any changes occur that could affect the hazard analysis or alter the HACCP plan. Such changes may include, but are not limited to, changes in: raw materials or source of raw materials; product formulation; slaughter or processing methods or systems; production volume; personnel; packaging; finished product distribution systems; or, the intended use or consumers of the finished product. The reassessment shall be performed by an individual trained in accordance with 9 CFR 417. The HACCP plan shall be modified whenever a reassessment reveals that the plan no longer meets the requirements of 9 CFR 417.

Each establishment must make a record of each reassessment required and must document the reasons for changing or not changing the HACCP plan based on the reassessment. For annual reassessments, if the establishment determines that no changes are needed to its HACCP plan, it is not required to document the basis for this determination.

Reassessment of the Hazard Analysis
An establishment will shall reassess the adequacy of the hazard analysis whenever a change occurs that could reasonably affect whether a food safety hazard exists. Such changes may include, but are not limited to, changes in: raw materials or source of raw materials; product formulation; slaughter or processing methods or systems; production volume; packaging; finished product distribution systems; or, the intended use or consumers of the finished product.
Verification.
The plant manager or HACCP team designee will:

- Review receiving, processing and transport records weekly.
- Observe/review monitoring procedures weekly.
- Observe/review corrective action procedures weekly. Determine if the procedures for product deviations and record keeping are being followed correctly. If found appropriate, subsequent rewrites of the HACCP plan will be prepared in order to avoid the deviation and effectively control the hazards it may cause.
- Calibrate all process-monitoring instruments weekly or as needed.
- Establish whether the CCPs and CLs are being adequately controlled and monitored.
- Verify that logs are maintained, at a minimum of, 90 days from when the product was consumed. Processing records are kept for 3 years.

Acceptance/Documentation Requirements
Annual Audit Reports
Verification Reports