



COMMONWEALTH of *VIRGINIA*

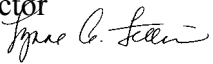
DEPARTMENT OF EDUCATION

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Richmond, Virginia 23218-2120

SNP Memo # 05-06-02

TO: Directors, Supervisors and Contact Persons

FROM: Lynne A. Fellin, Acting Director
School Nutrition Programs 

DATE: July 14, 2005

SUBJECT: Hazard Analysis and Critical Control Point (HACCP) Guidance

USDA has developed additional guidance to assist school divisions in meeting the food safety program requirements of the Child Nutrition and WIC Reauthorization Act of 2004. A hard copy of *Guidance for School Food Authorities Developing a School Food Safety Program Based on the Process Approach to HACCP Principles* is being sent by USDA to each school food authority. An electronic copy of the guidance manual is attached to the e-mail version of this memo. It may also be downloaded from the USDA Web site as a print only version (pdf) at the following link: <http://www.fns.usda.gov/cnd/Lunch/Downloadable/HACCPGuidance.pdf>. The guidance provides step-by-step instructions for developing a food safety program based on HACCP principles, and includes a sample plan and prototypes of useful recordkeeping forms.

To comply with the law, SFAs must, before the end of school year 2005-2006, implement a school food safety program that includes:

1. Documented standard operating procedures (SOPs), and
2. A written plan at each school food preparation and service site for applying HACCP principles that includes methods for:
 - Documenting menu items in the appropriate HACCP process categories
 - Documenting Critical Control Points (CCPs) of food production
 - Monitoring
 - Establishing and documenting corrective actions
 - Recordkeeping
 - Reviewing and revising the overall food safety program periodically.

School divisions that do not use the USDA guidance must submit a written description of their food safety program to the State agency for approval. Alternate programs that include standard operating procedures and all of the HACCP principles will be permitted.

The guidance manual clarifies and expands upon the information provided during the HACCP workshops sponsored by VDOE in April and May. Information from this new guidance manual will be part of the Journey 2005 summer managers' workshops. Additional HACCP training and educational materials are being developed by the National Food Service Management Institute (NFSMI) and will be made available to school divisions.

NFSMI had previously revised the recipes from the USDA *Quantity Recipes for School Food Service* manual and the *Tool Kit for Healthy School Meals* to include critical control points and revised temperature guidelines. The recipes can be downloaded from the NFSMI Web site at the following link: http://www.nfsmi.org/Information/school_recipe_index_number.html. DOE-SNP plans to print and provide the revised USDA recipes to school divisions by request.

Please indicate the name of the school division and the number of recipe manuals requested below. Return the request to VDOE-SNP by e-mail to edna.cheatom@doe.virginia.gov or by fax to 804-786-3117 before August 15, 2005.

REVISED USDA RECIPE MANUAL REQUEST

School Division: _____

Number of manuals: _____

Questions concerning HACCP and the requirements of a food safety program should be directed to the school nutrition program specialist assigned to the division or Lynne Fellin, acting director of school nutrition programs at 804-225-2074.

LAF/idl
Attachment