### RULES OF PRACTICE (ROP)

- **418.1 Definitions**
- **418.2 Regulatory control action**
- **418.3 Withholding/Suspension WITHOUT prior notification**
- **418.4 Withholding/Suspension WITH prior notification**
- **418.5 Withdrawal**
- **418.6 Refusal to grant inspection**
- **418.7 Rescinding labels, marks**

### SANITATION PERFORMANCE STANDARDS (SPS)

- **416.1 General rules**
- **416.2 Establishment grounds and facilities**
  - (a) Grounds and pest control
  - (b) Construction
  - (c) Light
  - (d) Ventilation
  - (e) Plumbing
  - (f) Sewage disposal
  - (g) Water supply and water, ice, and solution reuse
  - (h) Dressing rooms, lavatories & toilets
- **416.3 Equipment and utensils**
  - (a) constructed to facilitate cleaning
  - (b) accessibility for inspection
  - (c) receptacles for storing inedible material
- **416.4 Sanitary operations**
  - (a) food contact surface, cleaning & sanitizing
  - (b) non-food contact surface, cleaning & sanitizing
  - (c) cleaning compounds and sanitizers
  - (d) product protected
- **416.5 Employee Hygiene**
  - (a) Cleanliness
  - (b) Clothing
  - (c) Disease control
- **416.6 Tagging equipment, rooms or compartments**

### SANITATION STANDARD OPERATING PROCEDURES (SSOP)

- **416.11 General Information**
- **416.12 Development of SSOP’s**
  - (a) describe all procedures
  - (b) procedures for pre-op
  - (c) frequency of procedures & responsible individual
- **416.13 Implementation of SSOP’s**
  - (a) conduct pre-op
  - (b) conduct all other procedures
  - (c) monitors implementation of SSOP procedures
- **416.14 Maintenance of SSOP’s routinely evaluate**
- **416.15 Corrective Actions**
  - (a) conduct corrective actions, including
  - (b) disposition of contaminated product
  - (c) restore sanitary conditions
  - (d) prevent recurrence
- **416.16 Record Requirements**
  - (a) daily records required, responsible individual, initialed and dated
  - (b) records on computers
  - (c) location and retention of records maintained
- **416.17 Agency Verification**
  - review SSOP’s, daily records, direct observation of SSOP procedures & direct observation of testing

### RECALL

- **418.2 Notification**
- **418.3 Preparation and maintenance of written procedures**
- **418.4 Records**

### HAZARD ANALYSIS CRITICAL CONTROL POINT (HACCP)

- **417.1 Definitions**
- **417.2 Hazard Analysis and HACCP Plan**
  - (a) Hazard analysis
    - (1) Determine RLTO hazards, identify preventive measures
    - (2) Flow chart
    - (3) Expected food safety hazards
  - (b) HACCP plan
    - (1) develop and implement for each
    - (2) requirements for single HACCP Plan
    - (3) requirements for thermally processed
  - (c) Contents of HACCP Plan
    - (1) List of food safety hazards
    - (2) List of CCP’s
    - (3) List of critical limits
    - (4) List of procedures & frequency
    - (5) Corrective actions
    - (6) Record keeping system
    - (7) List of verification procedures/frequency
  - (d) Signing and dating HACCP plan
    - (1) Signed and dated by responsible person
    - (2) Sign and date frequency
  - (e) Failure to Develop and Implement HACCP Plan
- **417.3 Corrective Actions**
  - (a) Describe action after deviation
    - (1) Cause is identified & eliminated
    - (2) CCP is under control
    - (3) Prevent recurrence
    - (4) No adulterated product shipped
  - (b) Unforeseen hazard
    - (1) Segregate, hold product
    - (2) Perform review
    - (3) Actions to ensure product not shipped
    - (4) Reassessment of HACCP plan
  - (c) Document corrective actions
- **417.4 Validation, Verification, Reassessment**
  - (a) Every establishment shall validate HACCP plan/s
    - (1) Initial validation
    - (2) Ongoing verification to include, (i) calibration
    - (ii) direct observation (iii) review of records
    - (3) Reassessment, (i) at least annually or when change is made, (ii) record reassessment
  - (b) Reassessment of hazard analysis
- **417.5 Records**
  - (a) Establishment shall maintain
    - (1) Written hazard analysis
    - (2) Written HACCP plan
    - (3) Records of CCP’s, temps., corrective actions
  - (b) Made at time event occurs
  - (c) Pre-shipment review
  - (d) Records on computer
  - (e) Record retention
  - (f) Official review
- **417.6 Inadequate HACCP System**
  - (a) Plan doesn’t meet requirements
  - (b) HACCP tasks not accomplished
  - (c) Fails to take corrective actions
  - (d) No records
  - (e) Adulterated product shipped
- **417.7 Training**
  - (a) Trained individual develops/reassesses
  - (b) Course of instruction
- **417.8 Agency Verification**
  - (a) Review HACCP plan/s
  - (b) Review CCP records
  - (c) Review adequacy of corrective actions
  - (d) Review critical limits
  - (e) Review other records pertaining to HACCP plan/s
  - (f) Direct observation of CCP
  - (g) Sample collection
  - (h) On-site observation & records review