

**MARQUETTE COUNTY HEALTH DEPARTMENT  
POLICY & PROCEDURE STATEMENT**

**Category:** Environmental Health      **Subject:** Food Processing/HACCP Review

**Effective Date:**      March 4, 2022

**Approved By:** \_\_\_\_\_

**Applicability:**      EH Staff

**Date Approved:** 3/10/2022

**Purpose:**

The purpose of this policy is to establish operational protocol for review and approval of food processing procedures requiring a Hazard Analysis Critical Control Point (HACCP), food processing procedures requiring a variance, and other food packaging and processing that requires review by Michigan Food Law.

**Policy:**

**I. Qualifications of Food Service Establishment**

- A. A licensed food service establishment must meet the following conditions in order to be considered for review and approval to expand their business through the addition of a food processing step requiring HACCP procedures, a food processing variance, or other food packaging and processing as required by Michigan Food Law:
  - The food service establishment must have adequate preparation space, storage space, and equipment to meet the needs of the processing operation and potential expanded volume without jeopardizing other elements of their existing food service operations.
  - The food service establishment must have been in operation as a High Risk (Z) food service establishment for a minimum of one year.
  - The food service establishment must have an inspection history that is free of multiple or repeat Priority (P) and Priority Foundation (PF) Food Code violations, and free of any Administrative Enforcement Actions within the current 12-month period.
  - The food service establishment must have a designated full-time employee that will be overseeing the food processing operation that is currently a Certified Professional Food Manager (CPFM) familiar with HACCP and food processing requirements.

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### II. Application Process and Fee

- The applicant shall complete the current application form.
- The applicant shall submit the current food service full plan review fee.
- The applicant shall complete the current Michigan Department of Agriculture and Rural Development (MDARD) Specialized Processing Methods Variance Tools Operations Manual and submit with the application for review.
- The applicant shall submit a scale or dimensioned drawing indicating the location of the proposed processing operation within the facility and detailed manufacturer's descriptions of all associated equipment and ingredients for review.
- The applicant shall provide documentation of analysis by a recognized third party food processing authority for each specific recipe to be processed. Documentation shall include pH, water activity, and shelf stability data. Additional data may be requested by the reviewing Environmental Health Specialist (EHS) as needed.

### III. Review and Approval Process

- A. The application materials and process review shall be conducted by an EHS trained in food processing and who is considered the health department food processing expert in accordance with the food program policies and requirements of MDARD whenever possible.
- B. In the event that the review process is schedule with an EHS other than the MDARD designated health department food processing expert, the review process must be closely overseen and guided by the MDARD designated health department food processing expert.
- C. The processing review must include at minimum the following:
  - A review to ensure that all application materials have been completed and submitted.
  - A review to ensure that the proposed production space, equipment, process and additional volume requirements can be accommodated and will not cause risk to the processed product, or to other standard products and procedures associated with the existing operation of the facility.
  - A review to ensure adequate storage space is available or proposed to meet the additional volume.

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- A detailed review of HACCP-based procedures for each product recipe ensuring that the appropriate critical control points are established, appropriately monitored, and documented in an approved manner.
- A review of processing authority documentation to ensure that procedures, HACCP control points, documentation of processes, recipes, labeling, packaging, and intended method of sale is consistent with the official process analysis.
- Consultation with MDARD and all appropriate documentation to justify and issue any variances to Michigan Food Law and the current Food Code adopted thereunder, as needed to approve the specific process and packaging being proposed.

#### **IV. Additional Inspections**

- A. Marquette County Health Department (MCHD) may require additional food safety inspections as needed to ensure approved food processes are being adhered to, to witness processing in progress and to ensure the protection of public health.
- B. Additional inspections will be at the expense of the food service license holder in accordance with the current fee schedule.

#### **V. Revocation of Approval**

- A. Approval to conduct any food process within a food service establishment that has been granted by MCHD can be rescinded at any time due to the following:
  - Failure to follow specific processing and documentation requirements that had been approved by MCHD.
  - Any change to the ingredients of any specific recipe that had been approved for processing by MCHD.
  - Failure to adhere to labeling requirements as defined by law.
  - Unsafe storage and handling practices.
  - Repeat Food Code/Food Law violations associated with approved food processing, packaging and labeling requirements, and associated documentation.
  - Any condition resulting in an Administrative Enforcement Action as defined with current MDARD approved food service program policies of MCHD.