



Peoria City/County Health Department

Food Safety Plan for Acidified & Fermented Foods

Before you get started, please review the following information.

When is a food safety plan required?

A food safety plan is required if you are making acidified or fermented foods and are not following a recipe approved by the United States Dept. of Agriculture's National Center for Home Food Preservation or the Cooperative Extension office of any state. A food safety plan is not required for canned tomatoes or canned tomato products because the producer must follow exactly an approved recipe from the USDA National Center for Home Food Preservation or any cooperative extension office OR provide a lab-certified pH test for the recipe and any variations on the recipe.

How many food safety plans do I need?

A completed food safety plan is required for each acidified or fermented product that undergoes a different production process. The food safety plan is focused on "processes" and not individual recipes. It is not required for every variation of a recipe. For example, if you make sweet pickles and sour pickles using the same pickling process, you only need one food safety plan. If you make kimchi and pickles, you need two food safety plans.

Is a pH test from a laboratory required as part of my food safety plan?

Yes. You must submit lab-tested pH results with your food safety plan as evidence that your plan is safe. Your food safety plan may cover several recipe variations; however, you are only required to submit your pH test lab results for one recipe. pH testing typically ranges in price from \$15- \$35.

How often must I complete a food safety plan?

The food safety plan must be re-submitted every three years to your local health department with your cottage food registration. In addition, your health department should be notified of any updates to your plan within that three-year span. The addition of any new products also requires the submission of a new food safety plan. For example, if you have registered your cottage food operation to make kimchi, but want to add sauerkraut to your product line half way through the year, you will need to notify your health department and complete a food safety plan for the sauerkraut.

What are Critical Control Points?

A step at which control can be applied and is essential to prevent or eliminate a food safety hazard or reduce it to an acceptable level.

What are Critical Limits?

Critical limits are the acceptable levels in which your Critical Control Points must function. Critical Limits must be things you can measure. For example: The critical limit for the final pH of your product is 4.6 or below.

When critical limits are not met, your final product is at risk. A plan must be in place for corrective action. For example, what will you do when the refrigerated product is held at a temperature above 41F? What if the final product tests above 4.6 pH?

Do I need to train friends, family, and employees that help me prepare my products?

Yes. Anyone who prepares and packages food on your behalf must be trained to follow the food safety plan that you outline below.

COTTAGE FOOD SAFETY PLAN

Complete the questions below to create your Food Safety Plan. This food safety plan is focused on processes and not individual recipes. Please complete the following Food Safety Plan for each acidified and fermented food with a different production process.

1. Your Name:

2. Your Cottage Food Business Name:

3. What category of products will this food safety plan be for? (you need a separate food safety plan for each category of product with a different process)

4. Please include a list of all ingredients in your recipe and possible variations (quantities, measurements, and varieties are not required). Indicate if ingredients are fresh or otherwise processed (i.e. dried, pickled, etc.).

a. If using a processed food product as an ingredient (i.e. jam, pickled peppers, etc) you need only include the name of the product and not all of the individual ingredients that make up that product

5. Do you intend the product to be shelf stable, or to be refrigerated or frozen?

Shelf Stable

Refrigerated

Frozen

6. Please select the equipment you will use in the production process.

Monitoring Devices

Thermometer

Digital pH meter

pH strips

Additional: _____

Utensils

Large metal pots

Canner

Metal spoons

Funnel

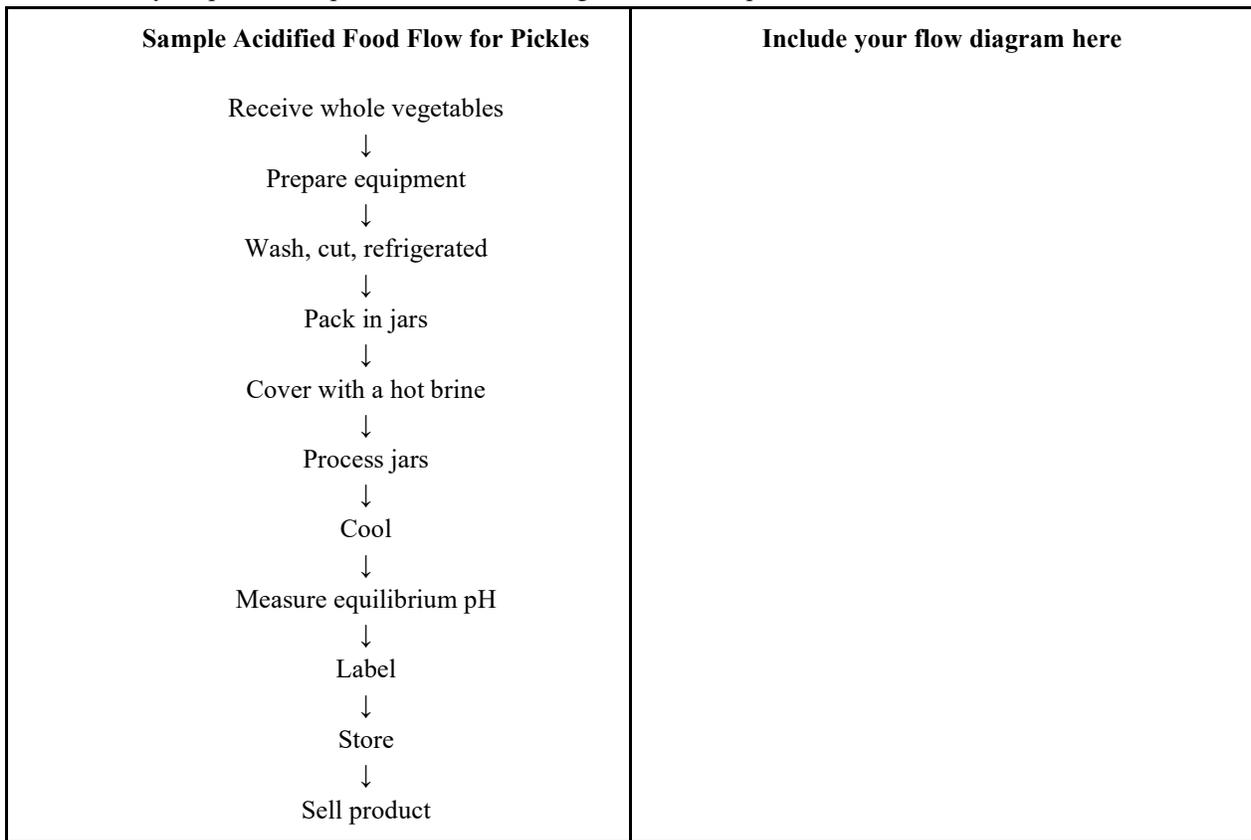
Strainer

- Measuring devices
- Knife
- Non-wooden Cutting Board
- Mandolin
- Vegetable Peeler
- Blender

Additional: _____

7. Describe your process for cleaning cooking equipment:

8. Describe your production process with a flow diagram. See example below:



9. Describe how and where your products will be stored

10. Describe how your products will be transported (if applicable)

HAZARD ANALYSIS

Fill the chart with your hazard analysis. Detailed instructions and a sample chart are provided below.

VERIFICATION

I agree to follow the food safety plan described above and to inform my local health department in advance via written notice of any significant changes in the process or ingredients that may affect the accuracy or effectiveness of the plan, and to update my food safety plan accordingly.

I have included a copy of pH test lab results for at least one recipe that follows the production plan outlined above.

I certify that I will train persons that are making food to follow the food safety plan described above.

Signature: _____ Date: _____