



Missouri Department of Health and Senior Services

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Margaret T. Donnelly
Director



Jeremiah W. (Jay) Nixon
Governor

Specialized Process Application Checklist

On completion of collection and initial review this information shall be submitted to the appropriate Local Public Health Agency or Department of Health and Senior Services District office. This form can be found on the Department’s Food Safety Web Page.

Name _____

Address _____

Telephone Number _____

Section 1 – Check which specific specialized process. Submit a separate application for each process

- Smoking food (for preservation)
- Curing food
- Food additives (for preservation or to alter a food to a non-*PHF)
- Packaging food using Reduced Oxygen Packaging except as specified under 3-502.12**
- Custom Animal Processing (under Missouri Department of Agriculture (MDA) regulation)
- Other (per Regulatory Authority)

Section 2 – Proposal

- Statement of proposal citing code reference
- Statement why this proposal should be approved

Section 3 - Supporting documentation

- Scientific studies or other applicable supporting documentation
- Process authority analysis reports
- Prerequisite programs
 - Maintenance logs
 - Cleaning schedules
 - Employee policy manuals
 - Applicable Standard Operating Procedures
 - Applicable Standard Sanitation Operating Procedures
 - Examples of applicable checklists or records for verification of prerequisite programs and procedures
 - Documentation of training programs and procedures including examples of training logs

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The Missouri Department of Health and Senior Services will be the leader in promoting, protecting and partnering for health.

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Section 4 - HACCP plan

- Recipe
- Flow Chart
- Hazard Analysis
- Critical Control Point plan
 - List of each Critical Control Point
 - Statement of specific Critical Limit to be measured
 - Statement of method and frequency of for monitoring
 - Statement of who is responsible for monitoring and what records are to be kept
 - Statement of corrective actions for each critical limit when not met
 - Examples of applicable records used to document corrective actions taken
- Examples of verification records
- Other _____

Section 5 – Additional information

- Examples of labeling and lot identification systems with explanations
- Layout of area to be used showing all equipment to be used for specialized process
- Explanation of physical or scheduling barriers between this area and other parts of the operation
- Information as needed on
 - Safe source of water supply
 - Approved waste disposal
 - Methods to prevent cross-contamination
 - Use, storage and labeling of toxics
 - Pest control program
 - List of job descriptions of personnel involved in the specialized process
 - Calibration and use records on equipment used for monitoring Critical Control Point
- Other _____

I hereby certify that the above information is correct. I have provided all relevant material to the best of my ability. I understand until such time as this special process proposal is approved I must cease operation of any specialized process activity. I understand that submitting this application in no way guarantees that my application will be approved. I understand that if this application is approved it can be rescinded immediately during any official inspection if there is evidence of non-compliance with the approved process.

Applicant Signature: _____ Date: _____

Print Name and Position Title: _____

Approved: YES NO (If NO See comment sheet)

LPHA/DHSS Representative Signature: _____ Date: _____

Print Name and Position Title: _____

Submit the completed checklist and supporting documentation to your Local Public Health Agency (<http://health.mo.gov/living/lpha/lphas.php>). Questions may be directed to DHSS at (573) 751-6095 your Local Public Health Agency.

*PHF – potentially hazardous food

3-502.12 – Reduced Oxygen Packaging may be conducted without having to obtain a “specialized process approval” from the Bureau if when *Clostridium botulinum* is identified as a microbiological hazard in the final packaged form and there are at least two barriers in place to control the growth and toxin formation of *C. botulinum*. The facility must have an approved Hazard Analysis Critical Control Point (HACCP) plan and written proof that the barriers utilized are sufficient to prevent growth of the identified pathogens. This could include scientific documentation along with monitoring records, or independent laboratory analysis as needed. **Note: Only Section 4 of the checklist needs to be completed for compliance with this section of the Food Code

HACCP Resources

United States Department of Agriculture: http://www.fsis.usda.gov/Science/Generic_HACCP_Models/index.asp

Iowa State University Extension: <http://www.extension.iastate.edu/HRIM/HACCP>

Food and Drug Administration HACCP:

<http://www.fda.gov/Food/FoodSafety/HazardAnalysisCriticalControlPointsHACCP/JuiceHACCP/ucm073594.htm>

Food and Drug Administration Food Safety:

<http://www.fda.gov/Food/FoodSafety/RetailFoodProtection/ManagingFoodSafetyHACCPPrinciples/default.htm>

National Food Service Management Institute <http://sop.nfsmi.org/HACCPBasedSOPs.php>

Association of Food and Drug Officials: <http://www.afdo.org/Training/HACCP/SevenHACCPPrinciples.cfm>

Food and Drug Administration Food Safety Management Manual:

<http://www.fda.gov/downloads/Food/FoodSafety/RetailFoodProtection/ManagingFoodSafetyHACCPPrinciples/Operators/UCM077957.pdf>

Food and Drug Administration Food Safety HACCP Application Guidelines:

<http://www.fda.gov/Food/FoodSafety/HazardAnalysisCriticalControlPointsHACCP/HACCPPrinciplesApplicationGuidelines/default.htm>

Seafood Network Information Center: <http://seafood.ucdavis.edu/haccp/ha.htm>

University of Nebraska – Lincoln - Meat Products: <http://food.unl.edu/web/meatproducts/introduction-to-haccp-training>

University of Nebraska – Lincoln - Meat Products HACCP:

<http://food.unl.edu/web/meatproducts/haccpdocandlink>

University of Nebraska – Lincoln – Meat Products SSOP: <http://food.unl.edu/web/meatproducts/haccpsop#ssop>

Iowa State University online HACCP Course: <http://www.ucs.iastate.edu/mnet/haccpretail/home.html>