Montana School Nutrition Programs
School Food Safety Based on the Process Approach to HACCP

For more information about Food Safety, visit opi.mt.gov and navigate to the Food Safety & Special Diets page.

Definition:
HACCP (Hazard Analysis of Critical Control Points) is a preventive food safety program designed to control food safety hazards as food flows through a food service operation from receiving to serving. School districts are required to have a School HACCP Plan.

Food Service Director/Manager:
✓ Attend an 8-hour ServSafe certification course every 5 years. ServSafe is the National Restaurant Association’s food safety education program. Contact your county MSU Extension agent, county sanitarian, Montana Restaurant Association, 800-388-0236, Mike Callaghan, 406-208-0078, or Sysco 800-755-3673 for classes that are scheduled in your area.
✓ Attend School HACCP training offered by the Montana Team Nutrition Program. These areas are covered during the training:
  ▪ Standardize your recipes and categorize recipes/menu items using the Process Approach:
    ▪ Process #1 – No Cook
    ▪ Process #2 – Same Day Service
    ▪ Process #3 – Complex Preparation
    ▪ Process #4 – Non-Hazardous (TCS) Foods
  ▪ Develop and implement Standard Operating Procedures that include:
    ▪ Control measures and critical limits
    ▪ Monitoring procedures
    ▪ Corrective actions
  ▪ Establish a Record Keeping System
✓ Develop your School HACCP Plan. Review and revise your plan as needed until in place and then at least annually. Be sure to utilize the Montana HACCP Plan Template. Your local sanitarian can provide additional guidance.
✓ Try to get two sanitation inspections per year. Maintain documentation of communication with your county sanitarian.

All Food Service Staff: Attend a 4-hour ServSafe education course.

Resources:
Developing a School Food Safety Program materials from the Institute of Child Nutrition
✓ USDA Guidance for School Food Authorities: Developing a School Food Safety Program Based on the Process Approach to HACCP Principles
✓ Standard Operating Procedures (SOPs)

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For more information contact the Montana Team Nutrition Program at (406) 994-5641, or School Nutrition Programs at (406) 444-2501.