



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 \(SOPs\)](#)

This institution is an equal opportunity provider.

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