

# SPECIAL PROCESS REVIEW AND PERMIT

## POLICY-9

“Special processes” are some cooking and food preparation processes that increase the risk of foodborne illness. Because of the increased risk, a Hazard Analysis and Critical Control Points (HACCP) plan is required by the Health District. HACCP plans must be reviewed and approved before a food establishment can begin using the special process. For most special processes, a variance is also needed. A variance is a waiver that the Health District must approve before the food establishment can begin using the special process. The criteria used for evaluating HACCP plans are outlined on page 3.

*Applications expire one year after submission.*

Health District review and approval is required for the following methods or processes:

Special process		HACCP plan needed	Variance needed
Molluscan shellfish tank; example is clams in an artificial aquatic life support system		✓	✓
Smoking food for preservation rather than for added flavor; example is smoked sausage		✓	✓
Curing or drying food for preservation rather than for added flavor; example is beef jerky		✓	✓
Adding acid or other component for food preservation rather than for added flavor; examples are sushi rice and pickling vegetables		✓	✓
Reduced oxygen packaging (also known as “vacuum packing”)	Sous vide or cook-chill	✓	
	Select cheeses used within 30 days	✓	
	30-day packaged shelf life: Raw time/temperature control for safety foods, foods with a water activity level less than 0.91, or foods with a pH of less than 4.6; USDA cured deli meats	✓	
	Time/temperature control for safety foods that are held at 41°F and opened within 48 hours		
Sprouting seeds or beans		✓	✓
Custom processing of animals for personal food (not for sale or service at a retail food establishment)		✓	✓
Juice processing and packaging for retail		✓	
Any other process deemed necessary by the Health District		✓	✓



KITSAP PUBLIC HEALTH DISTRICT

345 6th Street  
Suite 300  
Bremerton, WA 98337

360-728-2235 t.

kitsappublichealth.org

## SPECIAL PROCESS REVIEW AND PERMIT

An annual add-on Food Service Establishment Permit, called a Special Process Permit, must be obtained from the Health District before the special process is put into practice. Under this permit, a dedicated, scheduled inspection will occur, which will focus solely on the HACCP plan verification. Evaluation of the food establishment's HACCP plan verification is described on page 4. The permitting procedure is described below.

### PROCEDURE

1. Submit a [HACCP Plan Application](#) with the associated HACCP plan, a [Food Code Variance Application Form](#) (if applicable), and appropriate fees; refer to the [Environmental Health Fee Schedule](#) for a list of current fees.
2. The assigned inspector will perform the review of your submitted items within 14 days of submission. In certain circumstances, a HACCP plan approval may not be granted based on past inspection history. If you are unsure if your inspection history will hinder your HACCP plan approval, discuss your concerns with your assigned inspector by calling them directly or calling 360-728-2235 and asking for the Food Inspector of the Day.
3. Once the review is complete, the inspector will issue a Health Officer Decision. If you have applied for HACCP plan and variance approval, you will receive a separate Health Officer Decision for each application. The application will be approved, pending, or denied. If the inspector needs more information to complete the review, the decision may be delayed.
  - a. Approved: The application is approved as submitted. Any changes made to the HACCP plan after the approval is issued requires Health District review and approval; submit changes via the [Food Service Establishment Plan Review Revision Request Form](#). Revisions may result in postponement of the application review.
  - b. Pending: The submitted application cannot be approved as-is. The conditions that need to be addressed to obtain approval are listed on the Health Officer Decision; submit changes via the [Food Service Establishment Plan Review Revision Request Form](#). Revisions may result in postponement of the application review.
  - c. Denied: The application is not approved. The reason(s) will be listed on the Health Officer Decision.
4. Pay for the annual Special Process Permit by submitting a [Food Establishment Permit Application](#); refer to the [Environmental Health Fee Schedule](#) for current fees. The inspector will issue a Health Officer Decision. The application will be approved, pending, or denied. If the inspector needs more information to complete the review, the decision may be delayed.
  - a. Approved: The application is approved as submitted. Any changes made to the floor plan, menu, or services offered after the approval is issued requires Health District review and approval; submit changes via the [Food Service Establishment Plan Review Revision Request Form](#). Revisions may result in postponement of the application review.
  - b. Pending: The submitted application cannot be approved as-is. The conditions that need to be addressed to obtain approval are listed on the Health Officer Decision; submit changes via the [Food Service Establishment Plan Review Revision Request Form](#). Revisions may result in postponement of the application review.
  - c. Denied: The application is not approved. The reason(s) will be listed on the Health Officer Decision.
5. Implementation of the specialized process can begin once you have received Approved Health Officer Decisions for the HACCP plan, variance (if applicable), and the Food Service Establishment Permit.

*You can see the status of your application on our website: [kitsapublichealth.org/irecordsearch/](https://kitsapublichealth.org/irecordsearch/)*

### HACCP PLAN VALIDATION- REVIEWING PLANS

Inspectors will use the criteria outlined below to evaluate your HACCP plan. If needed, the inspector may consult with the Food Safety Program Manager and the Washington State Department of Health's Food Safety Program.

#### HACCP PLAN COMPONENTS MUST INCLUDE:

- Variance request, if required
- Name of food product(s) and process for which the plan is being submitted
- A list of ingredients
- A copy of the label if you package food

- A step-by-step description of how the food is prepared, held, served, transported, etc.
  - Include a flow chart for each process and identify which steps are Critical Control Points (CCPs). CCPs appropriately control hazards associated with the food. Refer to the next section for which additional information is needed for each CCP.
  - Identify potential hazards, significance of hazards, and possible preventative measures.
- List of equipment and materials used in the process
- Standard Operating Procedures (SOPs) for employee training to ensure staff know how to perform the steps in this plan and how to use the equipment, including restricting untrained staff from performing the special process; prevention of cross contamination; and cleaning and sanitization procedure.
- A statement that the Kitsap Public Health District will be informed in advance of any significant changes in the process that may affect the accuracy or effectiveness of the plan.
- A statement that an approved, signed copy of the plan will be maintained on the premises for review by the Kitsap Public Health District.
- Any necessary evidence, such as laboratory analysis, to show this is a safe process. Consult with the Food Safety Program to decide if this is required.

FOR EACH CRITICAL CONTROL POINT (CCP):

- Critical Control Points must be measurable. Identify acceptable levels. Examples are cooking temperature, refrigerated temperature, pH, etc.
- Describe how the CCP will be measured. Include who will measure, how they will measure, and when they will measure.
- Describe how you will make sure each measurement is properly documented, procedures are being followed, and how often this will be done and who will be responsible for this. Include sample logs that will be used.
- Describe the corrective actions that will occur when CCPs are not met and how this will be documented. Include samples of the forms that will be used.

**HACCP PLAN VERIFICATION- CONDUCTING A SPECIAL PROCESS PERMIT INSPECTION**

A food establishment may implement the special process once both HACCP plan approval and a Special Process Permit have been obtained from the Health District. The Special Process Permit includes a dedicated, scheduled inspection, which focuses solely on HACCP plan verification. If possible, this inspection will be conducted during a time when the special process is taking place in the food establishment. The following general HACCP plan verification checklist will be used when conducting retail inspections of food establishments with an approved HACCP plan:

HACCP PLAN VERIFICATION CHECKLIST

- Previous approval:** Review current operation compared to original approval to ensure no changes have been made. Ensure the validated HACCP plan is available for review on-site.
- Implemented effective SOPs specific to special process:**
  - Observed food preparation complies with the HACCP plan
  - Employees responsible for special process knowledgeable of HACCP plan and procedures
  - Implemented effective CCPs specific to special process**
    - Deviations must be documented
    - Appropriate corrective action taken and documented
  - Implemented monitoring and verification**
    - Logs completed by appropriate staff and monitored by the person in charge as approved in the HACCP plan.

**HAZARD ANALYSIS CRITICAL CONTROL  
POINT (HACCP) PLAN REVIEW**  
Food Service Establishment Application

Submittal Date	Memo Number	Review Fee	Customer ID Number

Please see the [Environmental Health Fee Schedule](#) – “Special Process Plan Review” line item for current fees.

FOOD SERVICE ESTABLISHMENT INFORMATION		
<i>Food establishment name</i>		
<i>Establishment street address (Mobile units/caterers use kitchen information)</i>		
<i>City</i>	<i>State</i>	<i>Zip code</i>
<i>HACCP plan contact</i>	<i>Phone</i>	

APPLICANT INFORMATION		
<i>First and last name</i>	<i>Contact phone</i>	
<i>Mailing street address</i>		
<i>City</i>	<i>State</i>	<i>Zip code</i>
<i>Email address</i>		

HACCP CHECKLIST – VERIFY YOUR PLANS INCLUDE THESE ITEMS
<ul style="list-style-type: none"> <li><input type="checkbox"/> Variance request, if required</li> <li><input type="checkbox"/> Name of food product(s) and process for which the plan is being submitted</li> <li><input type="checkbox"/> A list of ingredients</li> <li><input type="checkbox"/> A copy of the label if you package food</li> <li><input type="checkbox"/> A step-by-step description of how the food is prepared, held, served, transported, etc. <ul style="list-style-type: none"> <li><input type="checkbox"/> Include a flow chart for each process and identify which steps are Critical Control Points (CCPs). CCPs appropriately control hazards associated with the food. Refer to the next section for which additional information is needed for each CCP.</li> <li><input type="checkbox"/> Identify potential hazards, significance of hazards, and possible preventative measures.</li> </ul> </li> <li><input type="checkbox"/> List of equipment and materials used in the process</li> <li><input type="checkbox"/> Standard Operating Procedures (SOPs) for employee training to ensure staff know how to perform the steps in this plan and how to use the equipment, including restricting untrained staff from performing the special process; prevention of cross contamination; and cleaning and sanitization procedure.</li> <li><input type="checkbox"/> Any necessary evidence, such as laboratory analysis, to show this is a safe process. Consult with the Food Safety Program to determine if this is required.</li> </ul>

**HACCP CHECKLIST – VERIFY YOUR PLANS INCLUDE THESE ITEMS (CONTINUED)**

FOR EACH CRITICAL CONTROL POINT (CCP):

- Critical Control Points must be measurable. Identify acceptable levels. Examples are cooking temperature, refrigerated temperature, pH, etc.
- Describe how the CCP will be measured. Include who will measure, how they will measure, and when they will measure.
- Describe how you will make sure each measurement is properly documented, procedures are being followed, and how often this will be done and who will be responsible for this. Include sample logs that will be used.
- Describe the corrective actions that will occur when CCPs are not met and how this will be documented. Include samples of the forms that will be used.

**CERTIFICATION AND ACKNOWLEDGMENT**

*By signing this document, I certify that the information provided is true and accurate to the best of my knowledge. I understand that:*

- I certify that all of the information submitted is accurate to the best of my knowledge. The operation is in compliance with the [Washington State Retail Food Code WAC 246-215](#) and [Kitsap Public Board of Health Ordinance 2013-02](#).
- Failure to comply with this plan and/or falsification of monitoring records is a violation of the Washington State Retail Food Code and may result in enforcement action.
- I must notify the Health District of changes in the special process or to the HACCP plan prior to implementing the changes.
- I certify that an approved, signed copy of the HACCP plan will be maintained on the premises for use and review by the Health District.

*Owner/ Applicant name printed*

*Owner/ Applicant signature*

*Date*