

# *Cliff Dinessman, Inc.*

Document :	HACCP-001	Version :	17.0
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## **Food Safety Plan**

### **Wash Stations**

**Reviewed: August 24, 2017**

**Revised: August 24, 2017**

### **Prepared by Food Safety Team Team:**

David Vogt, Director of Special Projects  
Howard Sik, Compliance Manager  
David Korinek, Director of Client Services

# Revision Documentation

<u>Date</u>	<u>Revised Item</u>	<u>Change</u>	<u>By</u>
11/06/03	Revision Documentation	Request by customer to create a page to record revisions	Dave Vogt
8/31/09	Revised the HAACP flow	HACCP saw changes over the years. Updated to new HACCP process	Dave Vogt
9/01/10	Reviewed HACCP	Updated HACCP	Dave Vogt
7/5/11	Reviewed HACCP	Add document number	Dave Vogt
7/21/11	HACCP Team	Added each locations HACCP team member	Dave Vogt
7/22/13	Review & Team	Reviewed HACCP document and updated team members	Dave Vogt
7/23/14	Review Team	Reviewed HACCP document and updated team members	Dave Vogt
1/27/15	Update Team	Added Mike Garrett and Steve Shaw to HACCP team Members	Dave Vogt
4/6/15	Remove erroneous names	Remove ADM and remove corn so it just says sweetener	Dave Vogt
4/6/15	Change Name of HACCP	Change from HACCP document to Food Safety Plan	Dave Vogt
8/25/15	Update Team	Added Nate Viessman, Howard Sik, and Mike Franta; deleted Bruce Wehner and Mike Garrett.	Howard Sik
8/26/16	Update Team	Removed Steve Shaw and added AJ Grong; removed Bob Showers and added Brian Marmolejo	Howard Sik
8/24/17	Update Team	Removed Jeff Harding	Howard Sik
8/24/17	Process Hazard Assessment	Added paragraph on Potetial Radiological Hazards	Howard Sik
8/24/2017	Assembly of the Food Safety Team	Added Meeting minutes to the page for our 2017 Annual Review	Howard Sik

# **FOOD SAFETY PLAN**

## **PURPOSE:**

This program evaluates hazards significant for food safety at Cliff Viessman, Inc Wash Stations.

## **SCOPE:**

The scope of this program will describe which segment of the food chain is involved and the general classes of hazards to be addressed.

## **DEFINITIONS:**

### **HACCP:**

- A system, which identifies, evaluates, and controls hazards, which are significant for food safety.

### **HACCP PLAN:**

- A document prepared in accordance with the principles of HACCP to ensure control of hazards, which are significant for food safety in the segment of the food chain under consideration.

### **HAZARD:**

- A biological, chemical or physical agent in, or condition of, food with the potential to cause an adverse health effect.

### **HAZARD ANALYSIS:**

- The process of collecting and evaluating information on hazards and conditions leading to their presence to decide which are significant for food safety and therefore should be addressed in the HACCP plan.

### **STEP:**

- A point, procedure, operation or step in the food chain including raw materials, from primary production to final consumption.

### **CONTROL:**

- To take all necessary actions to ensure and maintain compliance with criteria established in the HACCP plan.

### **CRITICAL CONTROL POINT (CCP):**

- 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.

### **FLOW DIAGRAM:**

- A systematic representation of the sequence of steps or operations used in production or manufacture of particular food item.

### **CORRECTIVE ACTION:**

- Any action to be taken when the results of monitoring at the CCP indicate a loss of control.

# **(SEVEN) PRINCIPLES OF HACCP SYSTEM**

The HACCP system consists of the following seven principles:

**PRINCIPLE 1.**

Conduct a hazard analysis.

**PRINCIPLE 2.**

Determine the Critical Control Point (CCPs).

**PRINCIPLE 3.**

Establish critical limit(s) (CLs)

**PRINCIPLE 4.**

Establish a system to monitor control of the CCP.

**PRINCIPLE 5.**

Establish the corrective action to be taken when monitoring indicates that a particular CCP is not under control.

**PRINCIPLE 6.**

Establish procedures for verification to confirm that the HACCP system is working effectively.

**PRINCIPLE 7.**

Establish documentation concerning all procedures and records appropriate to these principles and their application.

# **ASSEMBLY OF THE FOOD SAFETY TEAM**

Employees who will have overall responsibility for the development, organization and management of HACCP program. The list of the following employees is as follows:

<b><u>Name</u></b>	<b><u>Title</u></b>	<b><u>Location Responsibility</u></b>
<b>David Vogt</b>	<b>Director of Special Projects</b>	<b>Corporate Office - Company</b>
<b>Howard Sik</b>	<b>Compliance Manager</b>	<b>Corporate Office - Company</b>
David Korinek	Director of Client Services	Corporate Office - Company
Nate Viessman	Terminal Manager	Cedar Rapids, IA
Mike Franta	Terminal Manager	Columbus, NE
Joey Viessman	Terminal Manager	Renville, MN
AJ Grong	Wash Station Supervisor	Marshall, MN
Jason Wetterling	Wash Station Supervisor	Wahpeton, MN
Abby Maas	Wash Station Supervisor	Mankato, MN
Mardell Davis	Wash Station Supervisor	Memphis, TN

## **ANNUAL MEETING MINUTES:**

Annual Food Safety Meeting, hosted by the Corporate office, on 8/24/2017, with terminal locations conference calling in. HACCP lead individuals are David Vogt and Howard Sik.

### ***Opening remarks:***

Team was welcomed and roll-call was taken. Full team was present for the meeting.

### ***Items discussed:***

1. David Vogt started off the meeting solidifying what everyones role is in food safety, to include ALL CVI employees.
2. Informed group of addition of *Potential Radiological Hazards* under the *Process Hazard Assessment* section.
3. Each location was asked if there were any changes in their processes since the last meeting. There were none.
4. It was told to the group; David Vogt and Howard Sik will be attending a food safety course. *Preventive Controls for Human Food*, September 12-14, 2017. If additional training is required for the team it will be communicated after the class.

### ***Closing remarks:***

1. Team was reminded that any changes to the process at their facilities must be routed through the corpoptate office so a Process Hazard Assessment can be accomplished to ensure food safety stays at the forefront of our business.
2. Team was told, once received, to print off this document and discuss meeting outcome with location employees.

***Meeting was adjourned.***

Minutes taken by: Howard Sik

# **DESCRIPTION OF WASHBAY OPERATION**

Tank trailers are brought to the Trucking wash bay for cleaning prior to loading. All sanitary standards are met during the wash procedure. These standards include our wash procedures, our standard operation procedures and our sanitation program.

## **Process Hazard Assessment**

### **HAZARD ANALYSIS SUMMARY**

Hazard analysis is a process used by the HACCP team to determine which potential hazards present a significant health risk to consumers. Only those hazards that pose significant risk to the health of consumers need to be included in a HACCP plan. The purpose of the hazard analysis is to develop a list of hazards, which are of such significance that they are reasonably likely to cause injury or illness if not effectively controlled. Conducting a hazard analysis with specific purpose distinguishes HACCP from other systems for managing food safety. It is essential that this process be conducted appropriately, since successful application of HACCP principles 2-7 depends on the output from the hazard analysis. For official purposes, the final hazard analysis record need only note those hazards being addressed in the plan. Our hazard analysis has shown that there are no hazards present that would cause illness or injury, if the washed trailers are used for food grade service.

### **Biological Hazards (B):**

Liquid sweeteners have water activities less than 0.8 as a result of high osmotic pressures and high solids levels. Historically, liquid sweeteners have never been identified as the source of microbiological hazards. The inadvertent contamination by pathogens such as salmonella, E. coli or coliforms is highly unlikely.

Trucks hauling the product could be a potential source of contamination depending upon the previous commodity hauled (unapproved backhauls) and the effectiveness of the truck wash procedure.

### **Chemical Hazards (C):**

There are no known chemical hazards associated with the handling and transfer of sweeteners.

Trucks hauling the product could be a potential source of contamination depending upon the previous commodity hauled (unapproved backhauls) and the effectiveness of the truck wash procedure.

### **Physical Hazards (P):**

Trucks hauling the product could be a potential source of contamination depending upon the previous commodity hauled (unapproved backhauls) and the effectiveness of the truck wash procedure.

### **Radiological Hazards (R):**

Based on information from water testing, product customer input and trailer wash facility locations, there is no potential radiological hazards. This includes process of loading and unloading tanker trailers at customers and washing trailers in CVI facilities.

## **COMMITMENT STATEMENTS**

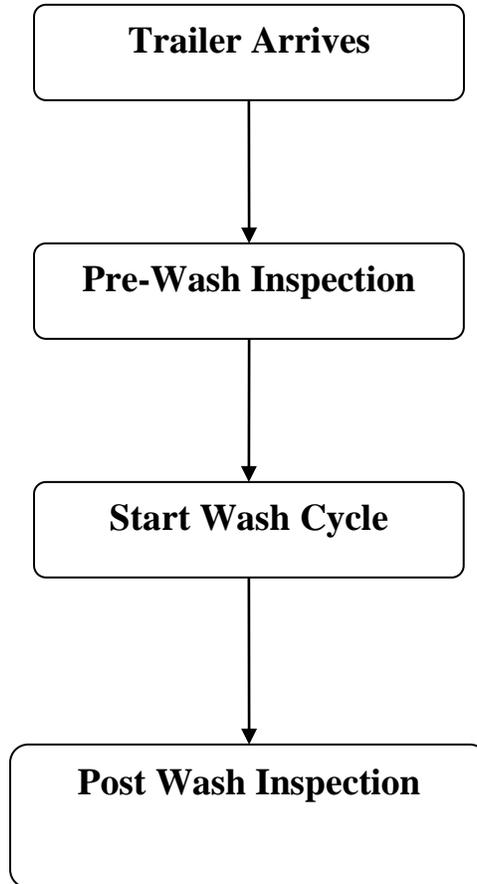
The HACCP concept is intended to provide a systematic, structured approach focused on prevention of problems in order to assure the production of food products that are safe to consume. The strength of a HACCP program is in providing a system that the wash bay can use effectively to organize and manage the prevention of contamination during the handling of the food products. Successful implementation of the system depends on appropriate education and training, and an ongoing commitment to annual review the HACCP risk assessment.

### **COMMITMENT TO ANNUAL REVIEW AND TRAINING**

The success of the HACCP system within the wash station facility depends on everyone who works in the facility. All employees in the terminal need to be properly informed about their role in the HACCP program. Annual reviews of the risk assessment will need to be done with input from all employees and the HACCP team. Whenever there is a change in the wash station procedures, or with the program, a team must be formed to review the changes for the HACCP system to ensure the safety of the process.

Management will commit to thoroughly educate and train supervision, wash bay personnel and technical personnel about their role within the HACCP system. Additional training may be identified once we have implementation phase has been completed. Therefore, Management will commit the time and resources necessary for this training. Management will be maintained through risk assessment, implementation, and reevaluation of the HACCP risk assessment.

## **FLOW CHART**



# Hazard Analysis

<u>Ingredient / Process Step</u>	<u>Potential Hazards Introduced Controlled or Enhanced at this Step</u>	<u>Does Potential Hazard need to be addressed in HACCP Plan? Yes / No</u>	<u>Why (Justification for Decision made in previous Column.)</u>	<u>What measures can be applied to prevent, eliminate or reduce the hazards being addressed in your HACCP Program</u>	<u>Is this step a critical control point (CCP)?</u>
Trailer Arrives	Biological: Potential for hazardous prior load Chemical: Potential for hazardous prior load Physical: Foreign Material	B: No C: No P: No	B: Prior load is verified step before trailer is admitted to the wash bay. Only those trailers with approved prior loads will be allowed to be washed. Sanitizing wash later will be performed.  C: Prior load is verified step before trailer is admitted to the wash bay. Only those trailers with approved prior loads will be allowed to be washed  P: Prior load is verified step before trailer is admitted to the wash bay. Only those trailers with approved prior loads will be allowed to be washed. Trailers must also pass visual inspection .		No
Pre-Wash Inspection	Biological: None Chemical: None Physical: Foreign Material	B: No C: No P: No	P: SOP states that if a trailer fails visual inspection prior to loading due to foreign material (any material not residual to sweeteners); the trailer will not be loaded and placed on hold until the material can be verified by confined space entry. Once the material is removed and the trailer is washed then the trailer can be loaded.		No
Start Wash Cycle	Biological: None Chemical: None Physical: None	B: No C: No P: No	P: SOP states that if a trailer fails to meet time and temperature requirements; the trailer will not be loaded until a wash meeting required time and temperature is accomplished.		No
Post Wash Inspection	Biological: None Chemical: None Physical: Foreign Material	B: No C: No P: No	P: SOP states that if a trailer fails visual inspection prior to loading due to foreign material (any material not residual to sweeteners); the trailer will not be loaded and placed on hold until the material can be verified by confined space entry. Once the material is removed and the trailer is rewashed then the trailer can be loaded.		N