



South Plain Academy Charter District



square meals

Nourishing Children's Bodies and Minds

HACCP PLAN

HAZARD ANALYSIS AND CRITICAL CONTROL POINT

&

STANDARD OPERATING PROCEDURES

September 2015

Standard Operating Procedures

HAZARD ANALYSIS AND CRITICAL CONTROL POINT (HACCP) PLAN

Table of Content

STANDARD OPERATING PROCEDURES	Page No.
1. Personal Hygiene	2
2. Washing Hands	3
3. Using and Calibrating Thermometers	5
4. Receiving Deliveries at Receiving Schools	7
5. Rejecting Deliveries at Receiving Schools	8
6. Serving Food	10
7. Holding Hot and Cold Potentially Hazardous Foods	11
8. Breakfast in the Classroom Food Safety	12
9. Pest Control	13
10. Prevention of Food Borne Illnesses	14
11. HACCP Training	15
12. Verification of HACCP Training & Acknowledgement Receipt	16
13. TOA HACCP Checklist	Attachment A

South Plains Academy Charter District
Standard Operating Procedures

Personal Hygiene

Purpose: To prevent contamination of food by employees of the South Plains Academy Charter District.

Scope: This procedure applies to employees who handle or serve food in the South Plains Academy Charter District.

Key Words: Personal Hygiene, Contamination

Instructions:

1. Train South Plains Academy Charter District employees on practicing good personal hygiene.
2. Follow the Texas Food Establishment Rules (TFER).
3. Report to work in good health, clean, and dressed in clean clothing.
4. Wash hands properly, frequently, and at the appropriate times.
5. Keep fingernails trimmed, filed, and maintained so that the edges are cleanable and not rough.
6. South Plains Academy Charter District recommends not wearing artificial fingernails and fingernail polish.
7. Remove any jewelry except for a plain ring such as a wedding band while serving food and wear single-use gloves.
8. Treat and bandage wounds and sores immediately. When hands are bandaged, single-use gloves must be worn.
9. Cover lesion containing any pus with a bandage. If the lesion is on a hand or wrist, cover with an impermeable cover such as a finger cot or stall and a single-use glove.
10. Eat, drink or chew gum only in designated break areas where food or food contact surfaces may not become contaminated .
11. Tobacco in any form is not allowed at any of the district's facilities.

Monitoring:

- The South Plains Academy Charter District Authorized Representative's designee (Academy Director) will inspect South Plains Academy Charter District employees when they report to work to ensure that each employee is following this SOP.
- The South Plains Academy Charter District Authorized Representative's designee (Academy Director) will monitor that all South Plains Academy Charter District employees are adhering to the personal hygiene policy.


Corrective Action:

1. Any South Plains Academy Charter District employee found not following the procedures in this SOP will be re-trained at the time of the incident.

Verification and Record Keeping:

The South Plains Academy Charter District Authorized Representative's designee (Academy Director) will verify that South Plains Academy Charter District employees are following this SOP by visually observing the employees. The South Plains Academy Charter District Authorized Representative's designee (Academy Director) will complete the "Food Safety Checklist" daily. The South Plains Academy Charter District Authorized Representative's designee (Academy Director) will record any discarded food on the "Damaged or Discarded Product Log". The "Food Safety Checklist" and th "Damaged or Discarded Product Logs" are to be kept on file for a minimum of one year .

Approved by:


Jenni McLelland
Academy Director

Date:

9-23-15

South Plains Academy Charter District
Standard Operating Procedures

Washing Hands

Purpose: To prevent food-borne illness by contaminated hands.

Scope: This procedure applies to anyone who handles and serves food.

Key Words: Hand-washing and Hand Sanitizer.

Instructions:

1. Train South Plains Academy Charter District employees on using the procedures in this SOP.
2. Follow the Texas Food Establishment Rules (TFER).
3. Post hand-washing signs or posters in English and Spanish near all designated hand washing areas and restrooms.
4. Use designated hand-washing area for hand washing only.
5. Warm running water, soap, means to dry hands, and a waste container must be available at each hand-washing sink or near the door in restrooms.
6. Keep designated hand-washing area accessible any time employees are present by not blocking them.
7. Wash hands:
 - Before putting on or changing gloves
 - After using the toilet
 - After sneezing, coughing, or using a handkerchief or tissue
 - After touching hair, face or body
 - After smoking, eating, drinking, or chewing gum or tobacco
 - After any clean-up activity such as sweeping, mopping, or wiping counters
 - After handling trash
 - After handling money
 - After any time the hands may become contaminated
8. Follow proper hand-washing procedures as indicated below:
 - Wet hands and forearms with warm running water at least 100°F and apply soap.
 - Scrub lathered hands and forearms, under fingernails, and between fingers for at least 10-15 seconds. Rinse thoroughly under warm running water for 5-10 seconds. If you don't have a watch, sing "Happy Birthday" while washing hands.
 - Dry hands and forearms thoroughly with single-use paper towels.
 - Turn *off* water using paper towels.
 - Use paper towel to open door when exiting the restroom.
 - Hand sanitizers are discouraged from being used in our facilities.

Monitoring:

1. The designated employee will visually observe the hand-washing practices of the South Plains Academy Charter District staff.
2. The designated employee will visually observe that designated hand-washing area is properly supplied.

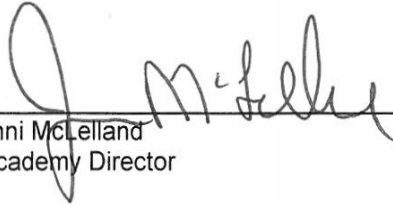
Corrective Action:

1. Re-train any South Plains Academy Charter District employee found not following the procedures in this SOP.
2. Ask employees that are observed not washing their hands at the appropriate times or using the proper procedure to wash their hands immediately.
3. Re-train employee to ensure proper hand-washing procedure.

South Plains Academy Charter District
Standard Operating Procedures

Verification and Record Keeping:

The South Plains Academy Charter District Authorized Representative's designee (Academy Director) will complete the "Food Safety Checklist" daily indicate that monitoring is being conducted as specified. The "Food Safety Checklist" is to be kept on file for a minimum of one year.

Approved by:  _____ Date: 9-23-15
Jenni McLelland
Academy Director

South Plains Academy Charter District
Standard Operating Procedures

Using and Calibrating Thermometers

Purpose: To use calibrated and accurate thermometers to measure internal product temperatures to prevent food-borne illness.

Scope: This procedure applies to South Plains Academy Charter District designee who receives, serve food, and monitor equipment.

Key Words: Calibrated, Thermometers, Internal Product Temperatures, Food Borne Illness.

Instructions:

1. Train South Plains Academy Charter District designee on using the procedures in this SOP.
2. Follow the Texas Food Establishment Rules (TFER).
3. Follow the food thermometer manufacturer's instructions for use. Use a food thermometer that measures temperatures from 0° F (-18°C) to 221°F (104°C) and is appropriate for the temperature being taken. For example:
 - Temperatures of thin products, such as tamales, pancake wrap, pizza, and sausage patties, must be taken using a thermister or thermocouple with a thin probe.
4. Have food thermometers easily-accessible to South Plains Academy Charter District designee.
5. Clean and sanitize food thermometers before each use. Refer to the "Cleaning and Sanitizing Food Contact Surfaces" SOP for the proper procedure to follow.
6. Store food thermometers in an area that is clean and where they are not subject to contamination.
7. Thermometers must be calibrated at least monthly or as needed.

Monitoring:

1. South Plains Academy Charter District employees will use either the ice-point method or boiling-point method, to verify the accuracy of food thermometers. This is known as calibration of the Thermometer.
2. To use ice-point method:
 - Insert the thermometer probe into a cup of crushed ice.
 - Add enough cold water to remove any air pockets that might remain.
 - Allow the temperature reading to stabilize before reading temperature.
 - Temperature measurement should be 32° F (± 2°F) or 0° C (± 1°C). If not, adjust according to manufacturer's instructions.
3. To use boiling-point method:
 - Immerse at least the first two inches of the probe into boiling water.
 - Allow the temperature reading to stabilize before reading temperature.
 - Reading should be 212° F (± 2°F) or 100° C (± 1°C). This reading may vary at higher altitudes. If adjustment is required, follow manufacturer's instructions.
4. South Plains Academy Charter District designee will check the accuracy of the food thermometers:
 - At regular intervals (at least once per week)
 - If dropped
 - Whenever accuracy is in question

Corrective Action:

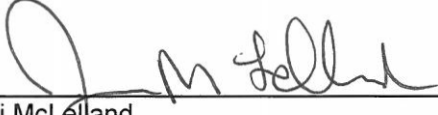
1. Re-train South Plains Academy Charter District designee found not following the procedures in this SOP.
2. For an inaccurate digital thermometer with a reset button, adjust the thermometer according to manufacturer's instructions.
3. If an inaccurate thermometer cannot be adjusted on-site, discontinue using it, and follow manufacturer's instructions for having the thermometer calibrated.
4. Re-train designee who is improperly using or calibrating food thermometers.

Verification and Record Keeping:

South Plains Academy Charter District designee will record the calibration temperatures and any corrective action on the "Thermometer Calibration Log" each time a thermometer is calibrated. The South Plains Academy

Charter District Authorized Representative's designee (Academy Director) will verify that the South Plains Academy Charter District designee is using and calibrating thermometers properly by making visual observations of the designee during the calibration process during operating hours. The South Plains Academy Charter District Authorized Representative's designee (Academy Director) will review and initial the "Thermometer Calibration Log" daily. The "Thermometer Calibration Log" will be kept on file a minimum of 1 year. The South Plains Academy Charter District Authorized Representative's designee (Academy Director) will complete the "Food Safety Checklist" daily. The "Food Safety Checklist" is to be kept on file for a minimum of one year.

Approved by:



Jenni McLelland
Academy Director

Date: 9-23-15

South Plains Academy Charter District Standard Operating Procedures

Receiving Food Deliveries

Purpose: To ensure that all food is received safe when it enters the South Plains Academy Charter District school(s) and to serve food as quickly as possible.

Scope: This procedure applies to South Plains Academy Charter District designee who receives food deliveries.

Key Words: Temperatures, Receiving, Holding, Delivery.

Instructions:

1. Train South Plains Academy Charter District designee on using the procedures in this SOP.
2. Follow the Texas Food Establishment Rules (TFER).
3. In order to ensure a consistent, accurate, timely, and effective refusal and return of rejected goods, please refer to the "Rejecting Deliveries at Receiving Schools" SOP.
4. Take temperature upon arrival, temperature logs, calibrated thermometers, and clean delivery table before deliveries. Refer to the "Using and Calibrating Thermometers" SOP.
5. Keep receiving area clean and well lit.
6. Do not touch ready-to-eat foods with bare hands.
7. Transfer foods to their appropriate locations as quickly as possible.

Monitoring:

1. Check that hot foods arrive at the appropriate temperature.
2. Check that hot bags or any other food container are clean and properly wrapped for adequate temperature holding.
3. Check dates of milk and juice and other perishable goods to ensure safety and quality.
4. Check the integrity of food packing.

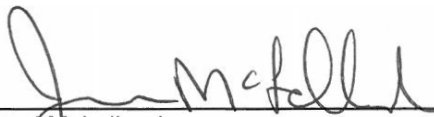
Corrective Action:

1. Re-train the South Plains Academy Charter District designee found not following the procedures in this SOP.
2. Reject the following:
 - Punctured packages
 - Foods with out-dated expiration dates
 - Foods that are out of safe temperature zone or deemed unacceptable by the established rejection policy.

Verification and Record Keeping:

Record the temperature and the corrective action on the "Receiving Deliveries Log". The South Plains Academy Charter District Authorized Representative's designee (Academy Director) will verify that the South Plains Academy Charter District employees are receiving products using the proper procedures by visually monitoring receiving practices during the shift and reviewing the "Receiving Deliveries Log" at the close of each day. The "Receiving Deliveries Logs" are kept on file for a minimum of one year.

Approved by:


Jenni McLelland
Academy Director

Date: 9-23-15

South Plains Academy Charter District
Standard Operating Procedures

Rejecting Food Deliveries

Purpose: To ensure that all food is received fresh and safe when it enters the South Plains Academy Charter District campus(es) and to reject food that is not safe for human consumption.

Scope: This procedure applies to the South Plains Academy Charter District designee who handles or receives food deliveries.

Key Words: Temperatures, Receiving, Rejecting, Produce.

Instructions:

1. Train South Plains Academy Charter District designee on using the procedures in this SOP.
2. Follow the Texas Food Establishment Rules (TFER).
3. Reject any Potentially Hazardous Foods that have been more than two (2) hours in the danger zone.
4. Hot food items must be maintained at 141° F.
5. Milk and juice must be maintained at 41° F or below.
6. Produce or any other delivered food products that is not appropriate for human consumption must be rejected or returned.
7. Any rejected item must be documented on the "Rejecting Deliveries Log".

Monitoring:

1. Be sure refrigerated items are delivered in an appropriate shipping container that will hold an adequate temperature.
2. Check the aspect and temperature of refrigerated foods.
 - a. For packed products, insert a food thermometer between two packages being careful not to puncture the wrapper.
 - b. Milk should be 45° F or below; reject them if the temperature is higher than 45° F.
3. Check dates of milk and other perishable goods to ensure safety and quality.
4. Check the integrity of food packing.
5. Check the cleanliness of shipping containers before accepting products.
6. Reject foods that are shipped in dirty containers.
7. Reject food products that do not meet quality standards.

Corrective Action:

1. Re-train the South Plains Academy Charter District designee found not following the procedures in this SOP.
2. Determine the time a food product has been in the danger zone and discard.
Reject the following:
 - Punctured packages
 - Foods with out-dated expiration dates
 - Foods that are out of safe temperature zone or deemed unacceptable.

Verification and Record Keeping:

Record the cause of rejection and the corrective action on the "Rejecting Deliveries Log". The South Plains Academy Charter District Authorized Representative will verify that the South Plains Academy Charter District employees are rejecting products using the proper procedures by visually monitoring rejecting practices during the shift and reviewing the "Rejecting Deliveries Log" at the close of each day. The "Rejecting Deliveries Logs" are kept on file for a minimum of one year.

Approved by:



Jenni McLelland
Academy Director

Date: 9-23-15

South Plains Academy Charter District
Standard Operating Procedures

Serving Food

Purpose: To prevent food-borne illness by ensuring that all foods are served following all applicable food safety processes.

Scope: This procedure applies to South Plains Academy Charter District employees who serve food.

Key Words: Cross-Contamination, Washing Hands, Potentially Hazardous Foods, Ready-to-Eat Foods.

Instructions:

1. Train South Plains Academy Charter District employees on using the procedures in this SOP. Refer to the "Using and Calibrating Thermometers" SOP.
2. Follow the Texas Food Establishment Rules (TFER).
3. Wash hands before putting on gloves, each time the gloves are changed, when changing tasks. Refer to the "Washing Hands" SOP.
4. Avoid touching ready-to-eat foods with bare hands.
5. Handle plates by the edge or bottom, cups by the handle or bottom.
6. Ensure that pre-packaged disposable utensils are used.
7. Ensure that opened and/or used left over utensils are properly discarded.

Monitoring:

1. South Plains Academy Charter District designee will visually observe that food is being served in a manner that prevents contamination.


Corrective Action:

1. Re-train any South Plains Academy Charter District employee found not following the procedures in this SOP.
2. Discard ready-to-eat food that has been touched with bare hands.

Verification and Record Keeping:

The South Plains Academy Charter District Authorized Representative's designee (Academy Director) will complete the "Food Safety Checklist" daily. The "Food Safety Checklist" is to be kept on file for a minimum of one year.

Approved by:



Jenni McLelland
Academy Director

Date: 9-23-15

South Plains Academy Charter District
Standard Operating Procedures

Holding Hot and Cold Potentially Hazardous Food

Purpose: To prevent food-borne illness by ensuring that all potentially hazardous foods are held under the proper temperature.

Scope: This procedure applies to South Plains Academy Charter District employees who serve food.

Key Words: Temperatures, Cold Holding, Hot Holding.

Instructions:

1. Train South Plains Academy Charter District employees on using the procedures in this SOP. Refer to the "Using and Calibrating Thermometers" SOP.
2. Follow the Texas Food Establishment Rules (TFER).
3. Follow TFER requirements on hot food holdings:
 - Hold hot foods at 141°F or above
 - Milk and juice at 41°F or below

Monitoring:

1. Use a clean, sanitized, and calibrated thermometer to measure the temperature of the food. Refer to the "Using and Calibrating Thermometers" SOP.
2. Take temperatures of foods by inserting the thermometer near the surface of the product, at the thickest part, and at other various locations.
3. Take temperatures of holding units by placing a calibrated thermometer in the coolest part of a hot holding unit.
4. For hot foods held for service:
 - All hot potentially hazardous foods should be at 141°F or above before serving the food.
 - Take the internal temperature of food before placing it on a hot holding unit and at least every 2 hours thereafter.

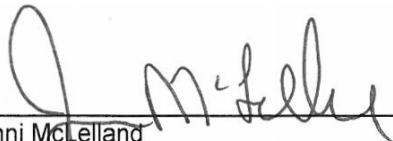
Corrective Action:

1. Re-train any South Plains Academy Charter District employee found not following the procedures in this SOP.
2. For hot foods:
 - Any food that remained in the danger zone more than 2 hours must be discarded.
3. For milk and juice:
 - Verify that the temperature is at 41°F or below.

Verification and Record Keeping:

The South Plains Academy Charter District designee will record temperatures of food items and document corrective actions taken on the "Hot and Cold Holding Temperature Log". Designee will record temperatures of milk and juice container. The South Plains Academy Charter District Authorized Representative's designee (Academy Director) will verify that South Plains Academy Charter District designee has taken the required holding temperatures by visually monitoring designee during the shift and reviewing the "Hot and Cold Holding Temperature Log" at the close of each day. The "Hot and Cold Holding Temperature Logs" are to be kept on file for a minimum of one year.

Approved by:



Jenni McLelland
Academy Director

Date: 9-23-15

South Plains Academy Charter District
Standard Operating Procedures

Breakfast in the Classroom Food Safety

Purpose: To protect the health of students and teachers that consume food served at the classroom during the event known as "Breakfast in the Classroom" (SIC).

Scope: This procedure applies to South Plains Academy Charter District employees that participate in SIC events at all locations.

Key Words: Personal Hygiene, Washing Hands.

Instructions:

1. Follow the "Personal Hygiene" and "Washing Hands" SOPs.
2. When serving Breakfast in the Classroom, no food is to be left in the classroom.
3. South Plains Academy Charter District employees must work with Academy Directors, and staff to ensure that all unused food is properly disposed.
4. No breakfast is to be taken out of the campus by students, teachers, employees or anyone else. This is a Federal Regulation.
5. No breakfast food items are to be served after 8:30 AM. Breakfast items must never be offered at lunch as a second or extra item.
6. South Plains Academy Charter District Authorized Representative's designee (Academy Director) must train employees on these procedures. Paper documentation is critical, even in the absence of the South Plains Academy Charter District Authorized Representative's designee.

Monitoring :

1. It is the responsibility of the South Plains Academy Charter District Authorized Representative's designee (Academy Director), or South Plains Academy Charter District employee designated by the South Plains Academy Charter District Authorized Representative's designee (Academy Director), to conduct visual inspections during and after Breakfast in the Classroom. Inspections may be conducted on a random basis.

Corrective Action:

1. Re-train any South Plains Academy Charter District employee found not following the procedures in this SOP.
2. Appropriately collect or discard all unused food from Breakfast in the Classroom.

Verification and Record Keeping:

Record the quantity of unused food serving during Breakfast in the Classroom. At the same time, record the quantity of food that was discarded. The South Plains Academy Charter District Authorized Representative's designee (Academy Director) or designated employee is responsible for documenting discarded food items on the "Damaged or Discarded Products Logs" and these records are to be kept on file for one year.

Approved by: 
Jenni McLelland
Academy Director

Date: 9-23-15

South Plains Academy Charter District
Standard Operating Procedures

Pest Control

Purpose: To prevent contamination of food products by eliminating roaches, rodents, ants and other pests.

Scope: This procedure is necessary to keep all working areas at South Plains Academy Charter District free of rodents and insects.

Key Words: Pest and Food Contamination.

Instructions:

1. Follow the Texas Food Establishment Rules (TFER).
2. South Plains Academy Charter District has a district-wide bid for Pest Control Services with Terminix Commercial.
3. Terminix Commercial fumigates the school buildings on a monthly basis.
4. The job is performed early in the mornings so employees and students are not exposed to the chemicals used to fumigate.
5. If insects, rodents or other pests are noticed within the premises, the contracted company is to be contacted for pest control services.
6. South Plains Academy Charter District staff will be notified of any upcoming pest control service activity.

Monitoring:

1. South Plains Academy Charter District designee monitors all pest control activities.
2. South Plains Academy Charter District designee will appropriately clean any surface deemed to have been exposed to any chemical contamination.

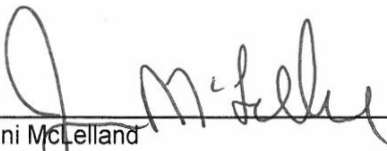
Corrective Action:

1. Re-train any South Plains Academy Charter District employee found not following the procedures in this SOP.

Verification and Record Keeping:

The South Plains Academy Charter District Academy Director or designee will receive the invoice from the approved pest control company. The South Plains Academy Charter District Academy Director or designee will keep the invoices for at least one year.

Approved by:



Jenni McClelland
Academy Director

Date: 9-23-15

South Plains Academy Charter District
Standard Operating Procedures

SOP for the Prevention of Food Borne Illnesses

Purpose: To prevent contamination of food by South Plains Academy Charter District employees.

Scope: This procedure applies to South Plains Academy Charter District employees who handle or serve food.

Key Words: Food Borne Illness, Prevention.

Instructions:

1. Train South Plains Academy Charter District employees on using the procedures in this SOP.
2. Follow the Texas Food Establishment Rules (TFER).
3. Gateway Academy emphasizes personal hygiene as the first measure to prevent food contamination; thereby, avoiding food borne diseases. All South Plains Academy Charter District employees handling or serving food must adhere to the "Personal Hygiene" SOP. Please refer to this policy.
4. To make sure food is appropriately handled and free of contamination, ensure that employees:
 - Always handle food at the correct temperature
 1. Hot Food must be at 141° F or higher
 2. South Plains Academy Charter District does not handle cold food items
5. Ensure that South Plains Academy Charter District designee takes the temperature of food items upon arrival:
 - Food items are delivered from an approved vendor and in an appropriate temperature controlled container.
 - Milk and juice are delivered by vendor in refrigerated vehicle and stored in a refrigerator at South Plains Academy Charter District with a constant temperature of 41°F or below.
6. Food is delivered Monday-Friday at approximately between 7:00 AM to 7:30 AM.
7. Food is stored in a temperature controlled container and served within 30 minutes of its delivery.
8. South Plains Academy Charter District does not store food; therefore, non-consumed food must be appropriately disposed.

Monitoring:

1. The South Plains Academy Charter District designee will verify that employees are following this SOP.

Corrective Action:

1. Any South Plains Academy Charter District employee found not following the procedures in this SOP will be re-trained at the time if incident.
2. Foods remaining in the danger zone for more than two (2) hours will be discarded.
3. Food received out of the approved hot hold range will be rejected.

Verification and Record Keeping:

The South Plains Academy Charter District designee will verify that foodservice employees are following this SOP by visually observing the employees during all hours of operation. The Authorized Representative's designee (Academy Director) will complete the "Food Safety Checklist" daily. South Plains Academy Charter District employees will record any discarded food on the "Damaged or Discarded Product Log." The "Food Safety Checklist" and the "Damaged or Discarded Product Logs" are to be kept on file for a minimum of one year.

Approved by:



Jenni McLelland
Academy Director

Date: 9-23-15

South Plains Academy Charter District
Standard Operating Procedures

South Plains Academy Charter District HACCP Training

Purpose: To train South Plains Academy Charter District employees on HACCP Standard Operating Procedures, Requirements, and Documentation.

Scope: This procedure applies to South Plains Academy Charter District employees who handle or serve food.

Key Words: HACCP, Standard Operating Procedures, Documentation.

Instructions:

1. Train South Plains Academy Charter District employees on using the procedures in this SOP.
2. South Plains Academy Charter District employees will be trained two (2) times a year.
3. New employees, who will be handling food, will receive HACCP Training immediately upon being employed, but no later than their first week of employment.
4. Employee HACCP Training will cover the following areas:
 - Overview of Food Borne Disease Prevention
 - Standard Operating Procedures
 - HACCP Required Documentation
5. Employee training will be documented in the "Employee Training Log."

Monitoring:

1. The South Plains Academy Charter District Authorized Representative's designee (Academy Director) will verify that employees are appropriately trained on the requirements of this SOP.

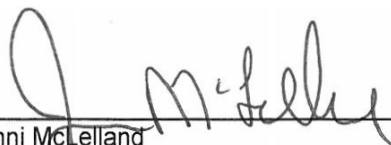
Corrective Action:

1. Any South Plains Academy Charter District employee that handles food and is not trained will receive HACCP training immediately

Verification and Record Keeping:

The South Plains Academy Charter District Authorized Representative's designee (Academy Director) will verify that South Plains Academy Charter District employees receive HACCP training at least twice a year and upon employment. The South Plains Academy Charter District Authorized Representative's designee (Academy Director) will document employee training on the "Employee Training Log". The "Employee Training Log" will be kept on file for a minimum of one year.

Approved by:



Jenni McLelland
Academy Director

Date: 9-23-15

South Plains Academy Charter District
Standard Operating Procedures

Verification of HACCP Training & Acknowledgement of Receipt of Plan

ALL SOUTH PLAINS ACADEMY CHARTER DISTRICT EMPLOYEES AT THE CAMPUS SITE(S) WILL BE PROVIDED WITH A COPY OF THIS POLICY. EACH EMPLOYEE WILL SIGN BELOW VERIFYING THEIR TRAINING AND RECEIPT OF THIS POLICY. THE SIGNED COPY WILL BE PROVIDED TO THE SOUTH PLAINS ACADEMY CHARTER DISTRICT ADMINISTRATION.

I hereby acknowledge that I have received Hazard Analysis and Critical Control Point Policy training and understand that it is my responsibility to comply with it.

Employee Printed Name

Employee Signature

Date: _____