



Ohio Administrative Code

Rule 901:3-23-07 Records.

Effective: April 28, 2003

(A) Required records.

Each processor shall maintain the following records documenting the processor's hazard analysis and critical control point plan:

- (1) Records documenting the implementation of the sanitation standard operating procedures;
- (2) The hazard analysis required by rule 901:3-23-03 of the Administrative Code;
- (3) The HACCP plan required by rule 901:3-23-04 of the Administrative Code;
- (4) Records documenting the ongoing application of the HACCP plan that include:
 - (a) Monitoring of critical control points and their critical limits, including the recording of actual times, temperatures, or other measurements, as prescribed in the HACCP plan; and
 - (b) Corrective actions, including all actions taken in response to a deviation.
- (5) Records documenting verification and validation of the HACCP plan or hazard analysis, as appropriate.

(B) General requirements.

All records required by this chapter shall include:

- (1) The name of the processor and the location of the processor, if the processor has more than one location;



(2) The date and time of the activity that the record reflects, except that records required by paragraphs (A)(2), (A)(3), and (A)(5) of this rule need not include the time;

(3) The signature or initials of the person performing the operation or creating the record; and

(4) The identity of the product and the production code, if any. Processing and other information shall be entered on records at the time that it is observed. The records shall contain the actual values and observations obtained during monitoring.

(C) Documentation.

(1) The records in paragraphs (A)(2) and (A)(3) of this rule shall be signed and dated by the most responsible individual onsite at the processing facility or by a higher level official of the processor. These signatures shall signify that these records have been accepted by the firm.

(2) The records in paragraphs (A)(2) and (A)(3) of this rule shall be signed and dated:

(a) Upon initial acceptance;

(b) Upon any modification; and

(c) Upon verification and validation in accordance with rule 901:3-23-06 of the Administrative Code.

(D) Record retention

(1) All records required by this chapter shall be retained at the processing facility as follows:

(a) Perishable or refrigerated juices, at least one year after the date that such products were prepared,

(b) Frozen, preserved, or shelf stable products, two years or the shelf life of the product, whichever is greater, after the date that the products were prepared.



(2) Offsite storage of processing records required by paragraphs (A)(1) and (A)(4) of this rule is permitted after six months following the date that the monitoring occurred, if such records can be retrieved and provided onsite within twenty-four hours of request for official review. Electronic records are considered to be onsite if they are accessible from an onsite location and comply with this rule.

(3) If the processing facility is closed for a prolonged period between seasonal packs, the records may be transferred to some other reasonably accessible location at the end of the seasonal pack but shall be immediately returned to the processing facility for official review upon request.

(E) Official review.

All records required by this chapter shall be available for review and copying at reasonable times.

(F) Records maintained on computers.

The maintenance of computerized records is acceptable.