Appendix 1: Common Process Steps and Associated Hazards

The table below aims to identify the specific hazards that a food processor might encounter while developing a HACCP plan in a shared kitchen space. A shared kitchen user can integrate these considerations into their own hazard analysis and the structure of their operations. A shared kitchen operator may also reference this section so that they can make their space more conducive to effective HACCP implementation.

This table is meant to cover a broad range of food processors and is by no means comprehensive in assessing the hazards that may be found in a shared kitchen.

Process Step	Condition	User Mitigation Strategy
Receiving	Items are received in the facility by a 3rd party who does not complete the required temperature and process checks for incoming product	◈ Communicate to your suppliers that all product must be received by a specific individual within your staff. Have the supplier contact you upon arrival so that you can conduct your checks ◈ Cluster incoming deliveries to a narrow time window so that you can receive them easily and according to your requirements.
Cold Storage	Temperature is inconsistently monitored by the operator	◈ Keep your own temperature monitoring records for all refrigeration units that you use.
General Storage	Raw ingredients/in-process products are stored beneath other users' product, creating cross-contamination and allergen cross-contact hazards	◈ Keep your storage in a way that protects it from cross contamination (e.g. on the top shelf or protected with a physical barrier) ◈ Store your product in a storage space devoted exclusively to your business. ◈ Structure production so that no onsite storage is required
General Storage	Raw ingredients/in-process products are unsecured and kept where they could be manipulated or contaminated by other people with access to that space.	◈ Store your products in a secure container (e.g. a lockable cage) that restricts access while maintaining airflow. ◈ Store your products in a manner that evidences any tampering.

Passive Processes	Passive processes (e.g. fermentation, proofing, dehydrating, tempering) which are long in duration may be left unsupervised	◈ Actively supervise this process step or develop a system of monitoring so that you will know if it has been interrupted or completed unsatisfactorily. ◈ Secure your product and equipment so that there is no risk that this process may be disrupted or contaminated.
Wash Raw Ingredients	Raw ingredients are washed in shared food prep sinks that may harbor environmental pathogens	◈ Pre-clean and sanitize and food-prep sinks used for washing raw ingredients. Keep a record of those pre-operations checks. ◈ Avoid washing product directly in the sink. Instead soak and wash items in a washable basin placed in the sink.
Food Prep	Close proximity between food processors and lack of physical barriers creates cross-contamination and allergen cross-contact hazards	◈ Assess nearby contamination threats prior to working with exposed products. ◈ Install a temporary barrier to protect exposed product from contamination.
Food Prep	Unacceptably high temperature of the processing area (particularly during warmer months) can create unsafe conditions for extended periods of food handling.	◈ Set strict time limits for how long products can remain outside of refrigeration. Enforce and record these at all times.
Food Prep	Unsatisfactory equipment upkeep creates risk of foreign object contamination (e.g. loose screw falls into mixing bowl of product)	◈ Conduct a pre-check of equipment used in your process to confirm it is in acceptable condition and that no foreign-object hazards exist.
Cooking	Cooking equipment and temperature monitoring devices (e.g. thermometers) may not be routinely calibrated	◈ Conduct your own thermometer calibration and maintain records of this activity. ◈ Use your own manual thermometer to verify the accuracy of ovens, warmers, and other equipment.
Cooking	Use of shared cooking equipment (e.g. oven, warmer, fryer) may create cross-contamination and allergen cross-contact hazards	◈ Inspect and clean all shared equipment prior to use to eliminate possible allergen cross-contact.

Passive Cooling	Recently cooked product which is exposed and cooling to room temperature (e.g. on a speed rack) may be exposed to environmental contamination / allergen contamination from surrounding food processing activities.	◈ Physically separate exposed product from areas where food processing is occuring.
Active Cooling	Cooling equipment (e.g. blast chillers) supports multiple users simultaneously, creating a possible cross-contamination/allergen cross- contact hazard.	◈ Supervise the cooling process to ensure that no other product poses a contamination risk to your cooling product.
Food Prep	Generally Inadequate level of cleanliness in food processing areas	◈ Pre-clean your station and document these sanitation activities.
Food Prep	Use of common utensils and equipment (e.g. spoons, tongs, mixer, dough sheeter) may create cross-contamination and allergen cross-contact hazards	◈ Inspect and clean all shared equipment prior to use to eliminate possible allergen cross-contact. ◈ Inspect, wash, rinse, and sanitize all shared equipment to reduce pathogen contamination. ◈ Use your own utensils/equipment where there is a strong risk of allergen cross contact (e.g. you create a gluten-free product and use a common dough-sheeter used with gluten-containing products).
Sanitation	Chemical sanitizer for dishwashing and surface cleaning is provided but the chemical concentration / effectiveness is not verified.	◈ Conduct your own verification activities of chemical sanitizers using the appropriate method (e.g. test strip). ◈ Provide, mix, and document the effectiveness of your own sanitizer.