Standard Operating Procedures (SOP)
Most recent inspection report indicates compliance with 105 CMR 590.000. Any pre-
existing violations, which may result in biological, physical or chemical contamination of
this product, have been corrected.

SOP for pH measurement
- Manufacturer specs and calibration instructions for pH meter or pH paper (.3 or
less scale) used provided
- Instruction for measuring pH of rice slurry made with distilled water provided
- If a pH meter is used:
  - Buffer solution, which has not passed expiration date, used
  - 4.0 Buffer solution (unless manufacturer recommends otherwise) used

Recipe/Formulation Provided
- Strength of vinegar identified (% by volume)
- Preparation steps identified
- Recipe/formulation (target pH at or below 4.1) validated, signed and dated by a
food laboratory

Preparation Steps Identified

Hazard Analysis Included
Growth of B.cereus and production of toxins identified

CCP Identified
Acidifying step (addition of vinegar to rice)

Critical Limit Identified
pH of acidified rice must be tested prior to use. If using pH paper, the pH shall not
exceed 4.3. If using a pH meter, the pH shall not exceed:
- 4.3 if tested within 2 hours of preparation, or
- 4.6 if tested after 2 hours of preparation.

Monitoring Procedures Identified
- Calibrated pH meter or pH papers used to measure each batch of acidified rice
- Person(s) identified for testing pH of rice

Corrective Actions and Documentation Procedures Identified
If rice not tested, do not use until tested. If rice is above 4.6 (or 4.3 using pH papers),
- Discard if rice not made within the hour
- If rice made within the hour, cool immediately or add additional vinegar, re-mix
  and re-test pH
- Verify use of correct recipe and procedures
- Verify calibration and proper use of ph meter or ph papers
- **Verification (Short Term/Long Term) Process Identified**
  - pH meter calibrated daily when used
  - Monitoring records reviewed daily or as needed by PIC
  - Recipe/formulation (target pH at or below 4.1) validated, signed and dated by a food laboratory
    - Lab validation updated annually or when recipe is modified,
    - When daily pH levels are consistently higher than the laboratory validated pH measurement
  - Signed and dated HACCP plan reviewed and modified at least annually or as needed by PIC.

- **Records to be Maintained Identified**
  - pH log for each batch of rice (sample page included) maintained for 30 days
  - Corrective actions recorded in log (sample page included)
  - Daily calibration log maintained for pH meter
  - Laboratory test results maintained for one year

- **Employee Training Plan Documented (sample of training log provided)**
  - Employee Health and Hygiene
  - Cleaning and Sanitizing Procedures
  - Cross-contamination Prevention Procedures
  - Monitoring Procedures for Acidified Rice
  - Use of pH meter or pH papers
  - Corrective Actions
  - Recordkeeping Requirements