

Managing self-supply water



What do you need to know?

- If you are using self-supplied water then you will need to ensure that it is safe.
- Water can carry harmful bugs and chemicals which can make people sick. You need to only use safe water for food preparation.
- 'Safe water' is water that will not make people sick or kill them.
- Water can be contaminated when being stored on-site and being distributed around food premises.
- You need to know what contaminants (e.g. dirt, stones, chemicals etc.) may be in your water and what treatment will be needed to ensure that it is safe.
- You need to have enough safe water available to ensure your food preparation areas, utensils and equipment can be cleaned, and staff can wash their hands when needed.
- You will need to know what nearby activities and naturally occurring chemicals (e.g. nitrates for groundwater, or lead for roof water) could make your water supply unsafe.
- Any water treatment equipment used will need to be maintained, see the 'Maintaining equipment and facilities' [purple] card.
- There is information on the MPI website about accredited labs.



DO

What do you need to do?

- Tick where you get your water from:
 roof water source
 - surface water source
 - ☐ ground water source
- Always use safe water for food preparation, cleaning and washing hands. If your water supply becomes unsafe you must:
 - o not use it, or
 - · boil it for at least 1 minute before use, or
 - · disinfect it with chlorine before use, or
 - use another source of water which you know is safe (e.g. bottled water).
- Always throw out any food which has become contaminated by unsafe water.
- Always clean and sanitise any food contact surfaces that have been contaminated by unsafe water.
- You must use a water treatment system to make sure water for food processing, hand washing and cleaning, is safe at the point of use. Tick what you use:

☐ Filtration	
☐ Chlorination	
☐ UV disinfection	
□ Other	

- You or your staff must test your water:
 - before first use in your business, or
 - if you do not have any records of self-supplied water testing.



Your water must meet all of the limits in the table below:

Measurement	Criteria
Escherichia coli	Less than 1 in any 100 ml
	sample**
Turbidity	Must not exceed 5
	Nephelometric Turbidity
	Units
Chlorine	Not less than 0.2mg/l (ppm)
(when chlorinated)	free available chlorine with
	a minimum of 30 minutes
	contact time
pH (when chlorinated)	6.5 – 8.0

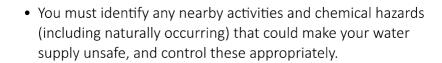
^{**}Escherichia coli testing must be performed by an accredited lab.

- You must retest water no later than 1 week after:
 - getting water from a new self-supplied source, or
 - knowing of a change to the environment or activities that may affect the safety and suitability of water (e.g. an adverse event, such as flooding or an earthquake).
- You must maintain equipment that is used for water supply, see the 'Maintaining equipment and facilities' [purple] card.
- You must clearly mark taps, tanks, and pipes that do not contain safe water. These must not be used for food processing, hand washing and cleaning.
- For surface water sources, and ground water sources, water intakes must be:
 - · at least 10m away from livestock,
 - at least 50m away from potential sources of contamination including silage stacks, offal pits, human and animal waste, potential chemical stores and tanks (e.g. fuel tank).



S

Show



What do you need to show?



- Show your verifier a record of:
 - your water test results,
 - a list of all nearby activities which might affect the safety of your water.
- Show your verifier how you know your water treatment system is working properly.
- Show your verifier any chemical hazards you have identified and how you control these.



Separating food



What do you need to know?

- Keeping raw/uncooked food away from cooked/ready-to-eat foods (e.g. keeping raw chicken away from cooked food) will stop bugs spreading.
- Keep food separate from chemicals (e.g. cleaning products).
- Some foods/ingredients could cause an allergic reaction.
 Keeping food that does not contain allergens separate from foods containing the allergens listed below will stop people getting sick and possibly dying.
- There are a number of common food allergens you need to know about. These are: peanuts, crustacea, molluscs, fish, milk, egg, gluten, wheat, soy, sesame, lupin, sulphites, almonds, Brazil nuts, cashews, hazelnuts, macadamias, pecans, pine nuts, pistachios, walnuts.
- Know what allergens are in the food you sell (follow the rules in the the 'Knowing what is in your food' [orange] card) you need to be able to tell customers, using the required allergen name, if they ask or include this information on the packaging. Follow the rules in the the 'Packaging and labelling' [orange] card.
- Liquid (e.g. from defrosted food) can contain harmful bugs. If these juices get onto other food and surfaces they can make people sick.

Why is separating food important?

• Accidental contamination of food is one of the most common reasons food becomes unsafe.







- Separating food will stop people getting sick and possibly dying.
- Poisons and dangerous chemicals can make people sick if they get into food.
- Making all allergen-free foods before you make allergencontaining foods, can add some extra protection.

What do you need to do?

- You and your staff must have a way to manage preparing:
 - raw and cooked/ready-to-eat foods, and
 - foods that contain the allergens listed in the Know, and foods that do not contain those allergens.
- Tick the option that you and your staff use to manage the point above:

☐ use different spaces and equipment (chopping boards,	
knives and utensils), or	
□ thoroughly clean and sanitise (if required) surfaces, boards, knives and other utensils between use, or	

- ☐ thoroughly clean and sanitise (if required) surfaces and equipment between use and process at different times.
- Wash your hands (follow the rules in the 'Managing personal health and hygiene' [light blue] card) and, if required, change protective clothing (e.g. aprons) between handling:
 - raw and cooked/ready-to-eat, or
 - foods that contain the allergens listed in the Know, and foods that do not contain those allergens, or
 - dangerous chemicals or poisons and food.



- Keep all products not intended for human consumption (e.g. pet food) away from food and food preparation areas.
- Label poisons and dangerous chemicals clearly, store them away from food and food equipment, and make sure food is protected when using them.
- Label and store all food that could cause an allergic reaction separately.
- Tell your customers which foods you make or sell contain allergens if asked.
- When transporting your food, separate:
 - raw and cooked/ready-to-eat, or
 - foods that contain the allergens listed in the Know, and foods that do not contain those allergens.

What do you need to show?

- Your verifier will ask you and your staff to explain how you/they know whether the foods made or served contain allergens, and the required allergen name to describe them.
- Show your verifier that foods containing any of the allergens listed in the **Know**, and poisons and dangerous chemicals are clearly labelled.
- Show or explain to your verifier how you separate:
 - raw and cooked/ready-to-eat products, or
 - foods that contain the allergens listed in the Know, and foods that do not contain those allergens, or
 - dangerous chemicals or poisons and food.



Show



Hot-smoking to control bugs



What do you need to know?

- You can hot smoke your food to either cook it or add flavour to it. Depending on what you are doing will determine what rules you need to follow in the Do section of this card.
- There are rules in the Australia New Zealand Food Standards Code (the Code) about the types of food additives (e.g. preservatives) you can add to some foods. See the Code or ask your verifier for more information.

Why is hot smoking to control bugs important?

 Hot smoking can help to stop bugs growing in your food but it may need further processing or cold storage to make sure it is safe.

D

Do

What do you need to do?

- Choose why you are hot-smoking:
 - ☐ hot-smoking to cook food,
 - ☐ hot-smoking to impart flavour.

Smoking seafood

- When hot-smoking seafood you must only use fresh (non-frozen) seafood.
- If hot-smoking is part of the cooking process for seafood products, it must be cooked using one of the following time temperature combinations:



Smoking meat

• If hot-smoking is part of the cooking process for meat products, it must be cooked to a temperature of 75°C for at least 30 seconds. Or an equivalent time temperature combination from the 'Cooking poultry, minced meat and chicken liver' [magenta] card.

Internal temp	Mussels	Salmon/ oily fish	Hoki/lean fish	Other (e.g. shellfish, crustacea)
63°C	6 min	8.5 min	4.25 min	13 min
65°C	2.25 min	4.5 min	2.25 min	6 min
68°C	30 sec	2 min	1 min	2 min
70°C	5 sec	35 sec	10 sec	1.5 min
75°C	1 sec	5 sec	2 sec	15 sec

- All smoking equipment (e.g. heating, air circulation, wood chips) must be safe and working properly.
- Smoking must be carried out: (tick which one you and your staff will do)
 - ☐ in a temperature-controlled space,
 - with the smoking temperature manually controlled.
- The product must be spaced out evenly to help air circulation and even smoking of your product.
- Follow manufacturer's instructions when using liquid smoke.
- After your food has been smoked, food which must be kept cold must be stored at or below 5°C and must either be (tick which you will do):



- ☐ marked with the date and time it was smoked, and then either used, or sold to be consumed, within 5 days of processing, or
- ☐ given a 'Use-By' date.
- For more information on date marking, follow the rules in the the 'Packaging and labeling your food' [orange] card.
- For each batch of food you hot-smoke as part of the cooking process, you must keep records, follow the rules in the the Show section.
- For each batch of food you hot-smoke to flavour, you must keep records, follow the rules in the the **Show** section.
- If you and your staff are smoking for flavour, then you must follow the 2 hour/4 hour rule. Follow the rules in the the 'Preparing food safely' [green] card.
- If you and your staff are cooling the hot smoked food, then you
 must follow the requirements on the 'Cooling freshly cooked
 food' [magenta] card.
- If you and your staff regularly hot-smoke your products, you
 can prove your method so that you only need to check batches
 weekly. See the 'Proving the method you use works every
 time' [magenta] card.

S

Show

What do you need to show?

- Show your verifier:
 - how you and your staff safely hot smoke your food.
 - If hot-smoking is part of the cooking process, how you know your food is cooked, and a written record of:
 - the smoke house/box air temperature,
 - the smoking start time,





- the smoking finish time,
- the core temperature of the food at the end of the cooking period,
- if additional time for cooking was required.
- If hot-smoking to flavour your food, a written record of:
 - the smoke house/box air temperature,
 - the length of time of the smoking process.





What do you need to know?

- If you and your staff ferment or acidify your food to make it safe, there are pH rules you need to meet.
- Acidification is when acid is added to food to stop or slow down the growth of harmful bugs (e.g. pickling onions).
- Fermentation is when good bugs are purposefully grown in food to compete against harmful bugs and slow them down.
- Examples of food that can be made using this card are: pickled vegetables, fruit and meat; kombucha; kimchi; saurkraut; sauces etc;
- Many harmful bugs cannot grow or grow very slowly in acidic environments (pH of 4.6 or less). Lowering the pH to less than 3.6 kill's most harmful bugs.
- You and your staff do not need to follow this card if you are following either of these cards:
 - Making Chinese-style roast duck [teal card], or
 - Making sushi [teal card].
- You need to get the pH levels of your food right so you do not harm your customers i.e. if the food is too acidic (pH less than 3.0) you could burn someone's throat. If the food is not acidic enough (pH more than 4.6) too many bad bugs can grow.
- It is important that the method you use to acidify food results in an even pH, throughout the food, to prevent bugs growing.



- You might need to calculate the shelf-life of your acidified or fermented product, follow the rules in the the 'Packaging and labelling your food' [orange] card.
- You cannot make uncooked comminuted fermented meat
 (UCFM) products (e.g. uncooked salami or chorizo) with this
 plan. You will need to register a custom Food Control Plan, if
 you want to make these products. For more
 information, see here: https://www.mpi.govt.
 nz/food-business/running-a-food-business/
 food-control-plans/custom-food-control-plans/
 create-custom-food-control-plan/
- If you wish to sell acidified or fermented products to other businesses (e.g. sauces, kombucha etc), you will need to follow the rules in the 'Selling food to other businesses' [orange] card.

What do you need to do?

- Identify the foods that need to be fermented or acidified.
- If you and your staff are acidifying food, other than to provide flavour, you must use a method that achieves a consistent pH.
- If you and your staff are fermenting food, you must use a method that allows the good bugs to grow quickly, well and evenly throughout your food.
- Use one of these methods to measure pH: (tick which you and your staff will do)
 - use a calibrated pH meter or send samples to an accredited lab.
- Test your final food everytime you make it to be sure the pH is stable at either:



Do



- 3.6 or less, or
- 4.6 or less for pickled products (e.g. pickled vegetables).
- If you want to sell acidified or fermented products to other businesses, then you must follow the rules in the 'Selling food to other businesses' [orange] card.
- If you and your staff regularly acidify or ferment your products, you can prove your method so that you only need to check batches at a determined frequency. See the 'Proving the method you use works every time' [magenta] card.

What do you need to show?

- Show your verifier:
 - how you and your staff ferment or acidify your food,
 - how you and your staff know the pH in the food is even, and is either:
 - between 3.0 to 3.6 or
 - less than 4.6 for pickled products.
 - if you and your staff are fermenting, how you know the fermentation is working.



Show





What do you need to know?

- You and your staff need to know, and be able to tell your customers what's in their food so they can make informed choices. This is especially important for people with food allergies.
- You and your staff need to know what is in the ingredients you use and food you sell, to accurately tell customers.
- There are a number of common food allergens you need to know about. These are: peanuts, crustacea, molluscs, fish, milk, egg, gluten, wheat, soy, sesame, lupin, sulphites, almonds, Brazil nuts, cashews, hazelnuts, macadamias, pecans, pine nuts, pistachios, walnuts.
- You and your staff need to know the required allergen name to describe the allergens in your food from the list above.
- Food allergies can result in life-threatening reactions that can occur within minutes of eating the food. Know which foods you sell that can cause allergic reactions.
- If you change an ingredient or supplier (e.g. change the brand of ingredient), then you will need to check the ingredients and make sure that there are no new or additional allergens.
- MPI has developed a guide to help you understand the rules on allergen declarations.
 Follow www.mpi.govt.nz/dmsdocument/50725-Allergen-labelling-Knowing-whats-in-your-foodand-how-to-label-it





- There are rules in the Australia New Zealand Food Standards
 Code (the Code) about the types of food additives (e.g.
 preservatives) you can add to some foods. If you use food
 additives, check the Code (part 1.3) or ask your verifier for more
 information.
- There are composition rules in the Code that only apply to some foods you may make (e.g. sausages, meat pies etc.). Check the Code or ask your verifier for more information.



DO

What do you need to do?

- Check the labels of your ingredients. You must be able to understand them.
- Keep details of the ingredients you use, (e.g. record and follow your recipes) so you know what allergens and permitted food additives they contain.
- Tell your staff which foods contain any of the allergens listed in the Know. They must know how important it is that they are aware of allergies and allergens.
- Either the day-to-day manager or delegated person's name/position:

 (tick as appropriate) must be able to talk to customers about what's in their food.
- You and your staff must check all of the ingredients in food, as well as sauces, garnishes served with, or added to food so you know which ones contain allergens.
- Check additive requirements in the Code if you use food additives (e.g. preservatives) to make your foods and make sure the food additives you use do no exceed limits in the Code.



S

Show

• Check composition requirements in the Code are met (if applicable).

What do you need to show?

- Show your verifier how you know what is in the ingredients you use.
- Your verifier may ask staff to tell them which foods contain allergens.
- Your recipes to show how you meet additive and composition rules if they apply to you.





What do you need to know?

- Not all foods have to be labelled, but for those that do, the labels need to meet the rules in the Australia New Zealand Food Standards Code (the Code).
- You do not have to label your food if your food is:
 - not packaged,
 - made, packaged and sold in the same premises,
 - packaged in front of your customer,
 - whole or fresh cut fruit and vegetables (except for if you sell seed sprouts),
 - ready-to-eat food which is delivered to your business already packaged and ready to sell as is,
 - sold at a fundraising event,
 - displayed in a service cabinet which your customer does not have access to.
- Even if your food does not have to be labelled you need to be able to tell your customers or display close to the food:
 - what's in the food,
 - any warning statements (need to be displayed), advisory statements and allergy declarations.
 - if the food is made from or contains irradiated food (need to be displayed) or genetically modified ingredients.
- Food that is made in one premises and packaged in another premises need to be labelled.



 MPI has developed guides to help you create your food labels. These can be found here: www.mpi.govt.nz/food-business/labellingcomposition-food-drinks/documents/



• Some food can become unsafe over time, even though it still might look, smell and taste OK. It is important to let your customer know when to eat your food by, by calculating the shelf-life and providing a Best Before, Use-By or Baked On/Baked For date (this applies to bread only). You need to make sure you calculate this date correctly.

Why calculate the shelf-life of a food?

- If your food is not being served for immediate consumption, and it could become unsafe over time, you might need to work out the shelf-life of a food so that you can apply a date mark.
- There is a guide to help you work out shelf-life.
 Follow 'How to determine the shelf-life of food' www.mpi.govt.nz/dmsdocument/12540-How-to-determine-the-shelf-life-of-food-Guidance-document



 Unsafe and/or unsuitable packaging can make your food unsafe. You need to know that the packaging you use is suitable for use with food so it keeps your product safe.

Why is labelling important?

- Labels allow your customers to make good and safe choices.
 They also tell your customers how to store, use food, and when it needs to be used by (if applicable).
- Some of your customers may have medical conditions (e.g. allergies) which require them to include or avoid certain foods in their diet.



What do you need to do?

- If your food must be labelled you must include:
 - name of the food,
 - lot/batch identification.
 - name and address of your New Zealand or Australian business,
 - any applicable advisory statements, warning statements and allergen declarations,
 - conditions for storage and use,
 - ingredients list,
 - date marking (e.g. Use-By, Best Before etc.),
 - · nutrition information panel,
 - information about nutrition, health and related claims (only if you've made a claim),
 - information about characterising ingredients and components,
 - if the product is or has been made with genetically modified foods or irradiated foods .
- Keep details of the ingredients you use in your food.
- Label your foods correctly, for your staff and for your customers (e.g the date the food needs to be used by).
- Use food safe packaging and packaging accessories (e.g. clips) to keep bugs and allergens out of food.



What do you need to show?

- Show your verifier:
 - how you and your staff know what information to include on your food labels,
 - your food labels.
- Your verifier might ask you how you calculated the shelf-life of your food.





What do you need to know?

- Food that is unsafe or unsuitable can make people sick.
- If something has gone wrong with your food product, you may need to recall it.
- There are 2 kinds of recall:
 - 1 Consumer level which involves removing affected product from the supply chain and communicating to consumers; or
 - 2 Trade level which involves removing affected product from the supply chain.
- There can be 2 reasons for recalls:
 - your supplier may need to recall:
 - 1 a food product or packaging you use, or
 - 2 you may need to recall the food you have made from your customers because something caused your food to become unsafe or unsuitable.
- You do not need to recall food if it has been eaten immediately (e.g. a hot pie from a bakery or a meal served in a cafe). If there is a safety or suitability issue, then the food should be removed from sale and discarded or set aside and clearly labelled not for consumption.
- The records you keep will help you in the event of a recall.



 There is helpful information about recalling food on the MPI website: www.mpi.govt. nz/food-business/food-recalls/food-recallguidance-for-businesses/



 Helpful information about conducting a simulated (mock) food recall can be found here: www.mpi.govt.nz/food-business/foodrecalls/doing-food-recall/



Why is it important to have good records and a recall procedure?

 Keeping good records means a recall can be conducted faster and more efficiently, minimising cost and impact on your reputation.



DO

What do you need to do?

- If you and your staff have become aware that food you have at your business has been recalled by the supplier, you must:
 - be able to identify if your food has been affected,
 - identify if the recalled food is on display, in storage, or has been used as an ingredient in another food,
 - identify if the recalled food is being used in your business,
 - separate any recalled food and label it as 'HOLD- do not use',
 - tell your supplier how much of their affected product is at your food business,
 - arrange for affected product to be picked up and/or disposed of.



- If you and your staff have made and sold food which is unsafe or unsuitable, you must do all of the following:
 - Gather information, understand the problem.
 - Identify which products and batches are (or might be) affected.
 - Identify where the affected products are.
 - Put affected products on hold.
 - Inform your verifier of the problem, or call 0800 00 83 33 and ask to speak to a Food Coordinator, or email Food. Recalls@mpi.govt.nz.
 - Carry out a risk assessment. Decide on an action.
 Complete the Food Recall Risk Assessment Form
 (found here: https://www.mpi.govt.nz/food-business/food-recalls/food-recalldocuments/) and email it to New Zealand Food Safety (NZFS) Food.Recalls@mpi.govt.nz.



- You must report to NZFS your decision to recall within 24 hours, email your risk assessment to Food.Recalls@mpi. govt.nz or call 0800 00 83 33 and ask to speak to a Food Coordinator.
- Prepare and distribute a point-of-sale Notice (consumer level recall).
- Communicate to businesses that have received your product (consumer and trade).
- Communicate to consumers.
- Check how much product was returned.
- Review and identify corrective/preventative actions.



- Inform an NZFS Food Compliance Officer how the recall went.
- Simulated or mock recall: As of 1 July 2023, you must test your recall procedures using a likely scenario, once every 12 months
- Review the effectiveness of the simulated recall and identify any areas for improvement.
- If you have completed a real recall in the 12 months and it was effective, then you are not required to complete a simulated or mock recall.



What do you need to show?

- If a supplier's food has been recalled, you must show your verifier a **record** of:
 - the action you and your staff took to remove that food from your business.



- If your food needs to be recalled, you must show your verifier a **record** of:
 - the action you and your staff took to remove that food from your business,
 - a completed Food Recall Risk Assessment Form,
 - a copy of the recall notice.
- From 1st July 2023, your annual simulated (mock) recall, if you have food that could be recalled (e.g. baking, frozen meat etc.).





What do you need to know?

- You can make sushi with acidified or non-acidified rice. Sushi made with non-acidified rice cannot be kept for as long as sushi made with acidified rice.
- Adding vinegar solution to rice makes it acidic.
 Harmful bugs cannot grow as well in acidified rice.
- You and your staff must get the pH of your rice right so you do not harm your customers (i.e. if rice is too acidic (pH less than 3.0) you could burn someone's throat, if it is not acidic enough (i.e. more than 4.3, bad bugs can grow).
- Brown rice cannot be acidified because the hard surface coating on the grain stops the vinegar solution from soaking in.
- There are rules about how long sushi can be left outside of temperature control (between 5°C to 60°C). The 2-hour/4-hour rule does not apply to sushi made from acidified rice.

Why there is a difference in sushi display times:

- Wrapping acidified rice around an ingredient (e.g. nori roll) reduces the food surface exposed to bugs. Ingredients on top of acidified rice (e.g. nigiri) are more exposed to bugs and therefore cannot be displayed for the same amount of time.
- Ingredients used for making sushi (e.g. chicken) must be prepared, and stored, as per their specific requirements (e.g. chicken must be cooked following the 'Cooking poultry, minced meat and liver' [magenta] and 'Cooling freshly cooked food' [magenta] cards).



What do you need to do?

Making non-acidified rice using white or brown rice

- Follow the 'Cooling freshly cooked food' [magenta] card to cool cooked rice.
- Do not keep sushi and/or onigiri above 5°C for more than 4 hours.

Making acidified rice

- You must only acidify white rice.
- Make and add a vinegar solution to your rice as soon as it is cooked. You must record the amount of vinegar solution you use.
- 30 minutes after acidifying your rice you must test the pH by mixing 1 part clean water with 3 parts acidified rice (e.g. ¼ cup clean water mixed with ¾ cup rice with vinegar).
- Test the pH of your acidified rice mixture using a calibrated pH meter.
- Each batch of rice must have a pH of between 3.0 and 4.3.
- You and your staff must test each batch of rice you acidify, unless you can prove your method of acidifying works every time. See the 'Proving the method you use works every time' [magenta] card.
- You and your staff must cool acidified rice from 60°C to room temperature or 21°C (whichever is colder) in 2 hours, and to 15°C or less within another 4 hours.
- You and your staff must store acidified rice that is ready to be used in sushi, at temperatures between 5°C and 15°C for no more than 8 hours, after which it must be thrown out.



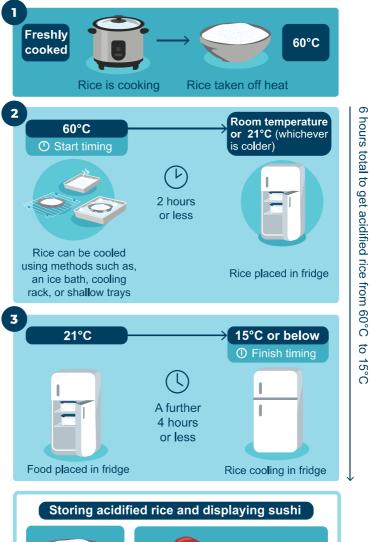
• You and your staff must not mix leftover rice with freshly prepared rice.

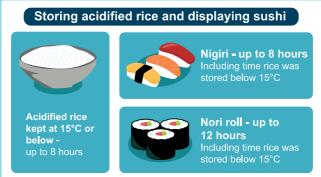
Display sushi made with acidified rice safely

- You and your staff must store:
 - nigiri pieces between 5°C and 15°C for no more than 8 hours, or else throw them out,
 - nori rolls between 5°C and 15°C for no more than 12 hours, or else throw them out.

(The times above do not include the time during cooling when the rice is above 15°C. These times only start when the rice reaches 15°C or less.)









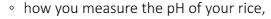
Shov

What do you need to show?

Show your verifier:

- how you and your staff safely make sushi with non-acidified rice,
- how you and your staff safely make sushi with acidified rice including:
 - how you make your vinegar solution,





- a record of the pH measures of your rice,
- a record of how you safely cool each batch of acidified rice.
- how you and your staff safely display sushi.
- If you can prove your acidifying method works, show your verifier records required from the 'Proving the method you use works every time' [magenta] card.