

Seafood HACCP Alliance
ANNUAL STEERING COMMITTEE MEETING
April 30 – May 1, 2012 Baltimore

MINUTES

ATTENDEES-SHA Steering Committee: Jon Bell, Joe Corby, Debra DeVlieger, Brian Emanuel, Ken Gall, Victor Garrido, Michael Gentry, David Green, Doris Hicks, Mike Jahncke, Gary Jensen, Rita Johnson, Peter Koufopoulos, Kenny Lum, Ken Moore, Patty Myers, Steve Otwell, Lori Pivarnik, Tom Rippen, Karla Ruzicka, Steve Stitch, Pam Tom, Lisa Weddig, Dorothy Zimmerman, and alternates, Catherine Thibodaux for Fred Atwood, and David Bankston for Lucina Lampila **Guests:** Glenn Black, GMA and FSPCA; William Dardick, FDA-Grant Council/Curriculum; James Fear, FDA-Grant Council/Training; Wan-Jean Lee, National Sea Grant Office; Anita MacMullan, FDA-Division Federal-State Relations; Kim Young, FDA-Rockville

Action Items (based on committee discussion):

- Maintaining the Educational Message
 - SHA Instructors and Trainers will be encouraged to inform their respective audiences that it is their responsibility to maintain a current email link with the AFDO files and to occasionally check the AFDO/SHA Seafood HACCP website link to remain updated on new developments pertinent to teaching courses. This message should also include tips on how to stay current with updates for the FDA Hazards Guide and related materials.
 - SHA-FDA Q&A sessions will continue in effort to assure updated training materials and proper instruction. To reduce travel cost and consolidate meetings, the next Q&A session will be scheduled to coincide with the Annual SHA Steering Committee meeting. The next Q&A session will be scheduled for **November 13-15 at the FDA offices in College Park, MD**. The order of events and attendance will be arranged at a later date depending on pending support for SHA travel. (Steve Otwell with Peter Koufopoulos and Patti Ross)
- Topics for the Q&A event will be collected and organized by the **new SHA-Q&A Committee** (SHA Editors Committee, Chrm-Steve Otwell) for submission to FDA (Peter Koufopoulos and Patti Ross) in advance (September 2012). The SHA-Q&A Committee will address the resulting answers relative to the appropriate format and mode of delivery for communications with the existing qualified trainers and incorporation in SHA training materials. Note, the intent of the Q&A sessions will remain focused on clarifications for appropriate educational messages.
- The new, growing list of qualified SHA trainers will be formatted (Listserv, Linkedin etc) to better facilitate continuing communications for new issues and updates. Alignment directed by Patty Myers, AFDO and David Green, TTT Committee Chrm.
 - The prior Trainer ReQualification materials are to be repositioned on all current websites to avoid confusion, yet still remain accessible in case of a later interest to re-qualify additional instructors (Patty Myers-AFDO and Dorothy Zimmerman-UFSea Grant)
 - A new **SHA Electronic Platform (EP) Committee** will be led by Dorothy Zimmerman to prepare a report for the next annual SHA Steering Committee meeting with suggestions to advance and supplement the SHA training materials and approaches. The report anticipates examples and possible

invited expertise to illustrate the most responsible options. One approach, prior to the Steering Committee meeting in November, may be a simple *How To...* download materials for maintaining and editing versions of the FDA Hazards Guidance and SHA training manuals. Dorothy will solicit volunteers from the SHA Steering Committee.

- **SHA Sanitation Course and Training Manual**
 - The existing SHA training manual (Sanitation Control Procedures for Processing Fish and Fishery Products, SGR 119) will be retained in the current form.
 - The new SHA Basic HACCP course has incorporated more instruction on the 8 key sanitary concerns and respective approaches for required sanitation monitoring and records.
 - A new **SHA Sanitation Training Committee** (Lori Pivarnik, Doris Hicks, Karla Ruzicka, Tom Rippen and Chrm. David Green) will develop a new webinar-like web-based/pdf delivery program that can be used to qualify SHA trainers for teaching the SHA Sanitation courses using existing manuals and established courses protocol. All participants must first complete the SHA Basic HACCP Train-the-Trainer courses. The new program is anticipated for use by September 2012. A complimentary DVD is available.
 - The trainer and participant training will remain linked with SHA/AFDO certificates for course completion.
 - The prior trainees from the trainer course in Battle Creek will be informed about this new option to become qualified to teach the SHA Sanitation course (David Green and Joe Corby)
 - Steve Otwell will ship the existing SHA Sanitation DVD's to Joe Corby for AFDO distribution to respective State agency participants
 - Use of inspector advisements will be explored as a positive remedial action to direct operations to sanitation training programs available through SHA, and the elated GMP internet course. (Liaison via FDA- Peter Koufopoulos and Debra DeVlieger; AFDO/States-Joe Corby and SHA-David Green).
 - Lisa Weddig will monitor the related sanitation approaches per FSMA that could influence the SHA approach
- **Segment 2 Internet Courses**
 - Additional and better methods are needed to encourage use and delivery of Segment 2 courses, plus identify potential instructors and courses. Alignment with existing websites will be explored (Ken Gall and Patty Myers)
- **Train-the-Trainer (TTT) Courses**
 - One annual TTT course will be arranged for each Spring. The next TTT course in a location to be identified is anticipated during April–May 2013. The annual TTT site selection will rotate about the nation.
 - Additional TTT courses will be based on demand and available support, i.e., countries, large companies, or foreign ag services/USAID, based on existing SHA TTT course materials and instructors.
 - An initial one day Segment 2 course will be arranged to proceed the standard TTT session in order to facilitate participants that need to complete the necessary SHA Basic HACCP courses. This one day, full Segment 2 course can also include persons only seeking completion of the Segment 2 portion to qualify for the AFDO certificate of course completion. This provision applies to the one annual SHA TTT course and others that are based on demand and support.
 - Appropriate budgets will be prepared for all TTT courses and accompanying Segment 2 portions.
 - **TTT Committee** Chrm, David Green will revise the committee to reflect the change from material preparation to more program delivery.
- **SHA Course Evaluations**
 - The **SHA Evaluation Committee** (Tom Rippen and Mike Jahncke) will compose new editions of the evaluation form for courses and instruction for all SHA courses. These forms are intended to be completed by students for submission by the respective course trainers. The completed forms will be

submitted to AFDO to satisfy the approved course requirements, then mailed to Mike Jahncke to compile an assessment for the new SHA Course Evaluation File.

- Applied Training Pods (ATP's)
 - **ATP Committee** Chairman, Doris Hicks will compose a plan of action and topics to initiate the production of necessary ATP's relative to training experience and the recent needs surveys compiled by Lori Pivarnik et al. The ATP Committee tentatively plans to convene in the week of August 13th.
- International Training
 - Ability to provide translation services for existing English versions of the FDA Guide and SHA training materials, plus prior translations by foreign expertise will be explored with FDA (Peter Koufopoulos) and USDA (Steve Otwell).
- SHA/AFDO Protocol
 - New edition will be drafted to incorporate developments at the Steering Committee. These new draft will be shared with full Steering Committee for review prior to posting a final 2012 edition. Anticipated additions and changes include; definition of SHA Instructors for TTT courses, emphasis trainer's obligation to stay linked with AFDO email listing, approach for annual TTT courses and related Segment 2 courses, and the new approach for SHA Sanitation course and training. Steve Otwell will solicit recommendations for additional extension/academic talent for the future in keeping with suggestions offered during the meeting.
- Additions to the SHA Steering Committee
 - Request by FMI and FAO will be addressed by Steve Otwell
 - AFDO will align continuing leadership from the main organization (AFDO President) and respective regional affiliates.
 - New academic talent was recommended and will be approached for interests.
- SHA Support (\$)
 - Additional funds are necessary for various SHA work. The pressing issue is travel for the next Steering Committee meeting in November 2012. Probable sources were discussed,

SHA COMMITTEES as of May 2012

- Q&A Committee (Steve Otwell, Chrm with SHA Editors Committee, Peter Koufopoulos and Patti Ross)
- Electronic Platform Committee (Dorothy Zimmerman, Chrm with members to be assigned)
- SHA Sanitation Training Committee (David Green, Chrm, Lori Pivarnik, Doris Hicks, Karla Ruzicka and Tom Rippen)
- TTT Committee (David Green, Chrm with members to be assigned)
- Training Evaluations Committee (Tom Rippen and Mike Jahncke)
- ATP Committee (Doris Hicks, Chrm, Ken Gall, Lori Pivarnik and Steve Otwell)

SHA SCHEDULE OF EVENTS

2012	June 26, 27-29	Segment 2 and TTT in Miami
	July 31, Aug 1-3	Segment 2 and TTT in Honolulu
	Aug 13 th week	ATP Committee Planning session (NE location)
	September	- Consolidation and submission of Q&A's to FDA
		- SHA Sanitation Training Committee completes new training format
	Nov 12 th week	SHA-FDA Q&A Session in College Park, MD
		SHA Steering Committee Meeting (tentative based on funding)
2013	April-May	TTT 2013 Session