

SEAFOOD HACCP ALLIANCE
ASSOCIATION OF FOOD AND DRUG OFFICIALS
(SHA/AFDO)

HACCP AND SCP TRAINING PROTOCOL

Edition: September 2017

This protocol is provided to ensure a uniform and cost-effective hazard analysis and critical control point (HACCP) training program for the processing and importing of fish and fishery products for commerce in the United States. The current protocol is addressed at least annually by the Seafood HACCP Alliance Steering Committee working in collaboration with the AFDO Board of Directors and selected AFDO Committees. The Seafood HACCP Alliance (SHA) Executive Committee appointed by AFDO provides the final annual review. Inquiries can be directed to the AFDO headquarters in York, Pennsylvania.

AFDO - The Association of Food and Drug Officials is a professional organization of food and drug officials involving all pertinent state and federal regulatory agencies in the United States addressing food safety, and related commercial interests. Their membership is open to similar international regulatory programs and to academic, commercial and other private interests.

Seafood HACCP Alliance (SHA) - The 'Alliance' is a collaborative training program involving representation from three federal agencies, the US Food and Drug Administration (FDA), US Department of Agriculture, and US Department of Commerce – NOAA/Seafood Inspection Program; all respective state agencies through the AFDO regional affiliates; the Interstate Shellfish Sanitation Conference; and the seafood industry trade associations, i.e. National Fisheries Institute and Seafood Products Association; plus additional professional associations as partners sharing the same training objectives. Additional, pertinent expertise, programs and associations can be progressively involved with this Alliance. These programs are linked in a cooperative partnership with expertise and instructors from numerous academic, Extension Services and Sea Grant College programs across the nation. The collaborative working structure is known as the SHA Steering Committee by which any commercial, regulatory or food safety expertise can communicate interest and support. (Note: SHA/AFDO, Alliance and SHA may be used interchangeably through this document.)

Headquarters for Records, Communications and Training Liaison:

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SHA/AFDO SEAFOOD HACCP TRAINING PROTOCOL

1.0 PURPOSE

The primary purpose of the SHA/AFDO Seafood HACCP Training Protocol is to assist with the development and implementation of HACCP programs in commercial and regulatory settings. The assistance is provided through a uniform, cost-effective education and training program. SHA training is designed to satisfy the regulatory mandate that requires that certain HACCP activities must be completed by a “HACCP-trained individual” (FDA; Code of Federal Regulations Title 21-Part 123.10). The FDA *Fish and Fishery Products Hazards and Controls Guidance* (FDA Hazards Guide) specifically refers to the AFDO/Seafood HACCP Alliance training program (4th Edition 2011, page 19, [Click Here](#)). This SHA training program includes standardized courses, train-the-trainer (TTT) courses, training materials, Instructors for TTT’s, and qualified Trainers. Courses have been developed for training in basic HACCP programs and the related Sanitation Control Procedures (SCP). The training is consistent with the regulatory mandates for processing and importing fish and fishery products for commerce in the United States. The primary audience is the seafood processing and importing industry, and regulatory officials based in the United States. This program may be provided for international audiences that need to meet U.S. regulations. Persons that complete the SHA/AFDO courses will receive Certificates of Course Completion from the Association of Food and Drug Officials (AFDO). The certificates for the basic HACCP programs denote completion of a standard training program in the application of HACCP principles to fish and fishery processing as referenced by the U.S. Food and Drug Administration (FDA; 21 CFR Part 123) and the respective State HACCP regulations.

2.0 ORGANIZATION & PROCESS

The **SEAFOOD HACCP ALLIANCE** (SHA) includes the assigned **SHA Steering Committee** and **SHA Executive Committee** working jointly under the leadership of the Association of Food and Drug Officials (AFDO). The SHA Executive Committee is assigned by AFDO to provide timely advice needed to support and maintain the SHA/AFDO HACCP Training Program. The SHA Executive Committee can exercise powers of the SHA Steering Committee in the event that a time-sensitive matter arises and it is not feasible to engage or assemble the entire SHA Steering Committee.

- 2.1 The Seafood HACCP Alliance Steering Committee, in conjunction with AFDO, develops and maintains the uniform, basic HACCP and SCP training manuals, course outlines and associated materials for all training courses. They are also involved in developing and revising this protocol and revising or expanding training programs as necessary. This collaborative effort is called the SHA/AFDO Seafood HACCP Training Program.
- 2.2 AFDO will maintain a group of pre-qualified ‘Train-the-Trainer (TTT) Instructors’ that are experienced and involved in production and maintenance of all basic training materials and course outlines. The SHA/AFDO Steering Committee will coordinate regular TTT courses to prepare qualified ‘Trainers’ to teach the SHA/AFDO training courses. The assigned SHA/AFDO Training Course

Approval Committee will review all required course registration forms for conducting both TTT and Basic Training Courses (HACCP and SCP), for both domestic and international courses.

- 2.3 The AFDO office will maintain records of registered courses, qualified trainers, course evaluations, and individuals who complete SHA training and receive AFDO/SHA Certificates of Course Completion for TTT courses, the Basic and Segment Two HACCP courses, and SCP courses.
- 2.4 All domestic HACCP and SCP courses registered with AFDO are encouraged to collaborate with the AFDO regional affiliates. International courses registered with AFDO must be conducted through the AFDO headquarter office.
- 2.5 An optional Internet HACCP course is maintained through the Cornell University/New York Sea Grant Program with required liaison with SHA/AFDO (see Section 3.3). This course is recognized by the SHA. Completion of the Internet (Segment One) course followed by completion of a ‘Segment Two’ course taught by a qualified trainer enables students to receive an AFDO Certificate of Course Completion. All “Segment Two” HACCP training courses, with the required minimum 6.5 contact hours in classroom format (unless approved justification for less hours), must be registered through the AFDO office and are encouraged to collaborate with AFDO regional affiliates.
- 2.6 Alliance course information and materials can be accessed (viewed and purchased) through websites maintained by the Florida Sea Grant Program based at the University of Florida (<http://www.flseagrant.org/seafood/>) and the Association of Food and Drug Officials, AFDO (<http://afdo.org/seafoodhaccp>).
- 2.7 An SHA/AFDO assigned Trainer *eNewsletter* Committee will maintain a periodic Internet based newsletter to support all SHA/AFDO ‘qualified’ basic trainers.

3.0 COURSES

- 3.1 **Train-the-Trainers Courses:** Train-the-Trainer (TTT) courses are designed to qualify new Trainers to teach the uniform SHA/AFDO basic training courses. The TTT courses are taught by experienced, appointed TTT Instructors familiar with the core TTT Training Manuals and associated materials for HACCP or SCP (depending on the course).

Qualified TTT Instructors will be appointed by the SHA/AFDO Executive Committee with preference given to individuals involved in the development and maintenance of the SHA basic training materials and those used for TTT courses.

At least one TTT course will be taught annually in the USA with consideration to rotate the training location throughout the nation. Additional TTT courses may be taught depending on the demand in domestic, international, commercial, and regulatory settings and/or audiences that can meet course qualifications and provide the necessary support.

The SHA/AFDO HACCP course **must be completed in advance** of the TTT course. All TTT course participants MUST complete either the SHA's Basic HACCP or the SHA/AFDO Internet course (Segment One) followed by a Segment Two course to assure awareness of the pertinent SHA training materials. TTT candidates must complete the required SHA/AFDO TTT Application form (Appendix VI) that is subject to review and acceptance based on qualifications, experience, and intent to conduct SHA/AFDO training courses. TTT courses are subject to required fees, evaluations, and SHA/AFDO certification requirements. (Refer to Section 5.4)

3.1.1 **HACCP Train-the-Trainer course** – the required format has at least 16 contact hours and will be taught by 2-3 appointed TTT Instructors unless additional justification is provided. Participants completing the HACCP Train-the-Trainer course are 'qualified' Trainers for the basic HACCP training courses consistent with the SHA/AFDO Training Protocol.

3.1.2 **SCP Train-the-Trainer course** – the required format has at least 3 contact hours that can be delivered either continuous or on consecutive days and will be taught by at least two appointed TTT Instructors unless additional justification is provided. Participants completing the SCP Train-the-Trainer course are 'qualified' Trainers for the Basic SCP training course consistent with the SHA/AFDO/Training Protocol.

3.2 **Basic HACCP Training Course:** The Basic HACCP course is designed for persons working in commercial and regulatory settings or related professions that can influence and/or are involved with seafood and/or aquaculture product safety. The Basic HACCP course must use the SHA/AFDO training materials and will follow the uniform course outline as presented in Appendix I. In keeping with the FDA HACCP mandate for fish and fishery products (21 CFR Part 123), this course focuses on product processing, which can relate to production, importing into the United States and additional commerce.

3.2.1 **Duration:** The format of the course is a minimum of 16 contact hours. These contact hours are time spent teaching, on class exercises, and instructions/guidance; it does not include time spent on breaks and/or lunch. However, there is flexibility in the course design based on the nature of the audience (i.e. homogeneous audience by topic; very small class size; audience participants all use the same processing for similar products). If the Supervisory Trainer can justify that they can accomplish all the objectives of the course and deviate from 16 contact hours, they must submit their justification in writing with the course registration application for consideration. Regardless of the format of the course, all topics need to be addressed; no sections can be deleted in a flexible course schedule. Likewise, it is important to allow at least 3-4 contact hours from the 16, for the practical exercise. The practical exercises and group presentations are to be done in person at the course site. All students must have access to the *FDA Fish and Fishery Products Hazards and Controls Guidance Document* (FDA Hazards Guide).

3.2.2 **Trainers:** At least one SHA/AFDO ‘qualified’ Trainer must be present for the duration of the course and will serve as the course ‘Supervisory’ Trainer. A ‘qualified’ Trainer is one who has completed a SHA/AFDO Train-the-Trainer course and has demonstrated their willingness to conduct courses and is also listed as an instructor in the AFDO database.

3.3 **Internet HACCP Course:** The SHA offers an alternative training format that includes an Internet HACCP course (Segment One) followed by a one-day course called Segment Two conducted by a SHA/AFDO qualified Trainer, with the required minimum 6.5 contact hours in classroom format (unless approved justification for less hours), that must be registered through the AFDO office and are encouraged to collaborate with AFDO regional affiliates.

3.3.1 **Segment One (Internet Course)** – The initial Internet based training course is designed to teach students the curriculum presented in the first two days of the SHA/AFDO Basic HACCP Course. Students must register for the Segment One internet course at <http://seafoodhaccp.cornell.edu>. The Internet course consists of 12 modules, each of which corresponds to the chapters in the Hazard Analysis and Critical Control Point Training Curriculum 6th Edition-2017 (SHA/AFDO Training Manual). Students are required to study each module and it is recommended that they use the SHA/AFDO Training Manual and the FDA Hazards Guide as tools to assist the learning process. Each student’s progress through the Internet course will be tracked by the Username and Password that they are provided by Email after registering for the course. Upon course completion, an Email letter of “Course Completion” for Segment One from Cornell University will be sent to the student. This notification will serve as the student’s “ticket” to attend an optional SHA/AFDO Segment Two training course. Completion of the Segment Two course will be recorded and recognized with Certificates of Course Completion issued by AFDO. All 12 Internet course modules must be completed within 6 months of the processing of the initial Internet course registration to obtain the Segment One ticket that allows participation in the SHA/AFDO Segment Two course.

3.3.2 **Segment Two (“Face-to-Face” training course taught by a SHA/AFDO ‘qualified’ Trainers)** – To receive an AFDO “Certificate of Course Completion” equivalent to the one provided upon completion of the traditional classroom course, students who have completed the Segment One Internet course must then complete their training by attending a “face-to-face” (classroom format) training course called Segment Two. The course must be taught by a SHA/AFDO qualified Trainer.

Segment Two course schedules are posted at <http://www.afdo.org/seafoodhaccp>. This Website can also be used to locate a qualified trainer in a specific state or the nation. SHA/AFDO

recommends the Segment Two course be completed within six months – and no longer than two years from the date of completion of the Segment One Internet course. The Supervisory Trainer conducting the SHA/AFDO approved course is responsible for making final determinations regarding this deadline mindful of experience and related factors for each participant. Segment Two HACCP training courses should be a minimum of 6.5 contact hours following the agenda listed in Appendix II which includes at least 3-4 hours for conducting practical exercises with hazard analysis and development of HACCP plans. All students must have access to the FDA Fish and Fishery Products Hazards and Controls Guide during the Segment Two Course.

3.4 **Basic SCP Training Course:** The Basic SCP course is designed for persons working in commercial and regulatory settings or related professions that involve seafood and/or aquaculture product safety. The Basic SCP course must use the SHA/AFDO training materials and follow the uniform course outline as presented in Appendix III.

3.4.1 **Duration:** The suggested format of the course is 6.5 contact hours over one day. However, there is flexibility in the design based on the nature of the audience (i.e. homogeneous audience, smaller class size, or same processing for similar products). All topics need to be addressed; no sections can be deleted in a flexible course schedule, and any time modifications require justification for course approval.

3.4.2 **Trainers:** Instruction for this course must include at least one SHA/AFDO ‘qualified’ SCP Trainer present for the duration of the course who will serve as the course “Supervisory” Trainer.

4.0 COURSE MATERIALS (Core Training Manuals and associated materials)

4.1 **HACCP Training Manual:** The HACCP Training Curriculum, developed by the SHA/AFDO, is the core training manual for the Basic HACCP Training Course. Basic chapters address implementation of HACCP programs consistent with recommendations by the National Advisory Committee on Microbiological Criteria for Foods and FDA’s mandated HACCP Program for Fish and Fishery Products (21 CFR Part 123, Dec. 18, 1995). The Hazard Analysis and Critical Control Point Training Curriculum (SHA/HACCP Training Manual), the training slides (templates), blank forms for classroom practical exercises, and HACCP models for use in the course, will be available in an electronic format on the Florida Sea Grant and AFDO website listed in section 2.6. Additional course materials include model HACCP programs and Sanitation Standard Operating Procedures (SSOP’s) for instructional purposes and reference. Additional course materials and content can be added and modified over time in accordance with SHA/AFDO Training Protocol to assure compliance with regulatory mandates and commercial practice.

4.2 **SCP Training Manual:** The Sanitation Control Procedures for Processing Fish and Fishery Products training manual was developed by the Alliance to address implementation of Sanitation Control Procedures (SCP) programs with

recommendations consistent with FDA's mandated HACCP Program for Fish and Fishery Products (21 CFR Part 123, Dec. 18, 1995) and good manufacturing practice regulations (21 CFR Part 110). Course addendums include Sanitation Standard Operating Procedures (SSOPs) for instructional purposes and reference. Latest editions are available in an electronic format on the Florida Sea Grant and AFDO website listed in section 2.6. Additional course materials and content can be added and modified over time in accordance with SHA/AFDO protocol to assure compliance with regulatory mandates and commercial practice.

4.3 **FDA's Fish and Fishery Products Hazards and Controls Guidance Document:** A guidance manual prepared by the FDA to assist in hazard analysis and HACCP program development. This manual, referred to as 'FDA Hazards Guide', can be viewed and downloaded at the FDA Seafood HACCP website. The latest editions are also available in an electronic format on the Florida Sea Grant and AFDO website listed in section 2.6. All trainers and course participants are responsible for maintaining an awareness of changes and additions to the FDA Hazards Guide based on information, additions, and corrections posted on the respective FDA website.

4.4 **Source:** The HACCP and SCP Training Manuals, and the FDA Hazards Guide can be obtained as individual printed copies on a cost recovery basis from:

IFAS-Extension Bookstore
University of Florida
P.O. Box 110011
Gainesville, FL 32611-0011
800-226-1764 or 352-392-1764 or
Credit card orders may be placed 24 hours a day online at <http://ifasbooks.ufl.edu>

4.5 **Translated versions:** Alliance training materials are available in both English and Spanish. The most current translated versions are available through the source listed in 4.4. New translations of the training manuals must be previewed and recognized by the Seafood HACCP Alliance and AFDO before they can be used in training to fulfill the requirement of the SHA/AFDO HACCP Training Protocol. Appropriate disclaimers accompany these translations to explain the original sources.

4.6 **Training Slides:** Course training slides (*Microsoft* powerpoint versions) for the HACCP (English or Spanish) and Segment 2 (English) are available on the Florida Sea Grant website, <https://www.flseagrant.org/seafood/haccp/>

5.0 BASIC and TTT COURSE REGISTRATION

5.1 **SHA/AFDO Course Registration.** All SHA/AFDO courses (Basic HACCP courses with 16 contact hour format; Segment Two HACCP courses with 6.5 contact hour format; and SCP courses with 6.5 contact hour format) must be registered with the AFDO headquarters office prior to being conducted. **The course registration and approval process involves submission of a course application to AFDO** by a 'qualified' Trainer followed by approval of the course

application by the SHA/AFDO Training Course Approval Committee (see section 6.0) and the assigning of a course number by AFDO. The persons completing approved courses are eligible to receive the SHA/AFDO Certificates of Course Completion. FDA and related regulatory authorities can reference these certificates as evidence for completion of a standard HACCP or SCP training program for fish and fishery products as specified in section 123.10 *Training* in the FDA Code of Federal Regulations Title 21, Part 123- Fish and Fishery Products.

5.2 Course Registration Process:

5.2.1 All SHA/AFDO training courses must be pre-registered to assure approval in accordance with the established Training Protocol. Basic HACCP, SCP and Segment Two HACCP courses can be registered by Supervisory (SHA/AFDO Qualified) Trainers. The periodic TTT courses are initiated and advanced through the SHA/AFDO Executive Committee. All applications for basic course registration (Appendix IV) must be completed and submitted to:

AFDO

155 W. Market St 3rd Floor, York, PA 17401

Ph 717-757-2888 for information and application forms

Fax 717-755-8089

Website provides details and forms: <http://afdo.org/seafoodhaccp>

5.2.2 The AFDO Office will forward the applications for domestic and international Basic HACCP, SCP, and Segment Two course registrations to the assigned SHA/AFDO Training Course Approval Committee for review and comment.

Response can be:

- Registration complete
- Registration pending modifications (itemized)
- Registration denied, providing reasons for denial

5.3 Basic HACCP, SCP and Segment Two Course Registration Requirements

5.3.1 Applicants must use the most current edition of the Alliance developed Training Manuals and associated materials in a standard course outline, plus the most current edition of the FDA Hazards Guide, which can be obtained on the Florida Sea Grant website, www.flseagrant.org/seafood/haccp/ Any translations of the most current approved English version must be previewed and recognized by the SHA/AFDO Steering Committee. Failing to meet this requirement is grounds for denial of course registration.

5.3.2 The course ‘Supervisory’ Trainer must be present for the duration of the course. Failing to meet this requirement is grounds for denial of course registration.

- 5.3.3 Applicants conducting domestic HACCP and SCP courses are encouraged to inform and cooperate with the regional AFDO affiliate. The course should identify the name of the affiliate and the affiliate contact person in liaison with the affiliate's executive committee.
- 5.3.4 International courses shall be conducted in cooperation with the national AFDO organization through liaison with the AFDO headquarters.
- 5.3.5 **The projected cost of the course and registration fees must be consistent with the SHA/AFDO's intentions to minimize costs for training** (see Section 8.0 and course registration forms). Fees for international courses must be paid in U.S. currency for the basic AFDO fees and the Training Materials (Training Manuals and FDA Hazard Guide).
- 5.3.6 Credits for previous HACCP or SCP training other than through approved SHA/AFDO courses will not be considered relative to issuing the SHA/AFDO Certificates for HACCP or SCP Course Completion.
- 5.3.7 'Segment Two' training sessions for students who have completed the Alliance Segment One Internet training course must be conducted by a 'qualified' Trainer. The Segment Two courses must be registered and approved by SHA/AFDO Training Course Approval Committee for students to be eligible to receive a Certificate of Course completion. Students must provide proof of completion of the Internet Segment One course to be eligible to attend a Segment Two course. Projected costs and registration fees for Segment Two sessions must be consistent with SHA/AFDO's intentions to minimize costs for training (see Section 8.0).
- 5.3.8 Basic Course Recommendations - Trainer-to-Student Ratio: The trainer-to-student ratio for the basic 16 contact hour HACCP course is 2-3 trainers per 25-30 students. The trainer to student ratio for the 6.5 contact hours Segment Two course is 2 trainers per 16-30 students or 1 trainer for 15 or less students. The trainer to student ratio for the 6.5 contact hours SCP course is 2 trainers per 25-30 students. These ratios allow for more student and trainer interaction, an important attribute of the SHA/AFDO Seafood HACCP and SCP training programs. There should always be 2 trainers present regardless of the number of students. If the ratio is less than what is stated above, the supervisory trainer must provide additional justification on their application.

5.4 TTT (Train-the-Trainer) Course Registration and Requirements

- 5.4.1 TTT courses require recognition by the SHA/AFDO Steering Committee to assure compliance with training formats, materials and qualifications of the assigned SHA/AFDO TTT Instructors and all participants as potential basic trainers for both HACCP and SCP courses.
- 5.4.2 The TTT participant requirements include a burden of proof for qualifications explained through a TTT application form (Appendix VI).

All TTT participants must complete an application form for pre-approval to participate as potential future ‘qualified’ SHA/AFDO Trainers. The application will be reviewed by an assigned TTT course committee to assure participant knowledge, experience, intentions to offer standard SHA/AFDO training, and familiarity with the SHA/AFDO HACCP and/or SCP training materials.

5.4.2a Exceptions include allowances for participants that have evidence for previous completion of a formally recognized and standard seafood HACCP course provided by the US Department of Commerce/NOAA-Seafood Inspection Program. Based on the continuing collaboration with USDC since the conception of the SHA, the concurrent USDC/NOAA basic HACCP courses are considered equivalent to the required SHA/AFDO basic HACCP course, including use of similar training manuals, models and practical exercises. Evidence for previous completion of an equivalent USDC/NOAA basic HACCP course must accompany the TTT participant application form (Appendix VI).

6.0 SHA/AFDO TRAINING COURSE APPROVAL COMMITTEE

Basic HACCP, SCP and Segment Two course applications, both domestic and international, will require a review coordinated through an assigned SHA/AFDO Training Course Approval Committee.

6.1 The SHA/AFDO Training Course Approval Committee Chair will be appointed by the Executive Director of AFDO. The other appointments to this committee will consider affiliation with AFDO, regulatory, commercial and academic representation, and pertinent HACCP knowledge and training experience, particularly as related to the SHA/AFDO Seafood HACCP Training Protocol and materials. The SHA/AFDO Training Course Approval Committee Chair will appoint representatives to the approval committee.

7.0 REVOCATION OF COURSE REGISTRATION or TRAINING QUALIFICATIONS

7.1 Course Revocations: The following items are just cause for AFDO to revoke any prior registered course. Revocation disqualifies a course and SHA/AFDO Certificates of HACCP, SCP or Segment Two Course Completion become null and void.

7.1.1 Failure to conduct training according to the SHA/AFDO Seafood Training Protocol and course registration requirements.

7.1.2 Failure to pay the appropriate fees for any course.

7.1.3 Submission of an intentionally false Course Completion Report (i.e. misidentified Trainers, students, dates, locations or course outline).

7.1.4 Responses indicating inappropriate instruction and/or failure to conduct training according to the SHA/AFDO course registration requirements. Inappropriate instruction can include concern for students listening and reading comprehension of the language used during instruction and in training materials.

7.1.5 Certificates of course completion will not be issued if courses are taught without prior SHA/AFDO approval.

7.2 Revocation of Trainer Qualifications:

Prior SHA/AFDO approved status as a ‘Qualified’ Trainer can be revoked by the AFDO President in consultation with the SHA/AFDO Executive Committee depending on evidence from assigned audits of training courses, specific complaints from course participants, confounding factors involving compliance with required SHA/AFDO training Protocols, mismanagement of registration fees or SHA/AFDO Certificates of Course Completion, misrepresentation of the SHA/AFDO courses and/or organization, and other related facts that compromise and/or taint the purpose and objectives of the SHA/AFDO Seafood HACCP Training Program. SPECIAL NOTE: Any actions involving revocation of trainer qualifications remains mindful that the trainer status is strictly based on a volunteered decision by the person(s) involved to conduct training in accordance with the most current version of the SHA/AFDO’s Seafood HACCP Training Protocol which includes provisions for Revocation of Trainer Qualifications.

8.0 FEES

The SHA/AFDO Seafood HACCP Training Program is intended to minimize the cost for training for the domestic audience. The Supervisory Trainer should itemize any costs over \$600.00 per student on the course registration form submitted to the AFDO office for approval. These costs should be itemized to justify the per student registration fee that will be charged. Registration fees should include the following items: refreshments, equipment and facility rentals, Trainer fees, training manuals, and other costs for which student registration fees will be collected. Incidental costs should be itemized on the course registration form.

SPECIAL NOTES:

- Experience has indicated that some additional fees may be required for distribution of certificates and materials for international courses. The Supervisory Trainers are responsible for prior confirmation of all necessary fees for international courses that are not addressed in this section of the protocol.
- Costs itemized in the protocol are subject to change depending on expenses for production and distribution of training materials. Supervisory Trainers are responsible for prior confirmation of all necessary fees for training materials

8.1 Basic HACCP: For domestic HACCP courses, payments (\$50/set/student) for the Alliance’s HACCP Training Manual (SGR-132 or SGR-130-Spanish) and FDA’s

Fish and Fishery Products Hazards and Control Guide (SGR-129) can be pre-arranged through IFAS-Extension Bookstore. Purchases must be pre-paid before delivery. In situations that cannot predict or afford pre-payments, the IFAS-Extension Bookstore has made special arrangements for invoicing through the AFDO regional affiliates. Trainers would have to coordinate such invoicing with the AFDO regional affiliates. After payment or invoicing, the manuals can be shipped to the requesting Trainer. For international courses, payments for HACCP training manuals must be paid in advance directly through the distribution center, IFAS-Extension Bookstore, and must include any extra handling and distribution costs.

For domestic and international HACCP courses and for students completing the Internet HACCP course (Segment One) plus the Segment Two training course, a fee (\$50/student paid to AFDO) is necessary to obtain the Certificate of Course Completion which is registered by AFDO. The fee is necessary to reimburse AFDO for their services for registering HACCP courses, coordinating ‘qualified’ Trainers and train-the-trainer courses, maintaining the training protocol, and processing and recording the Certificates of HACCP Course Completion. Supervisory Trainers must submit the Excel Spreadsheet provided by AFDO to AFDO headquarters by email following successful completion of the course. Trainers must also send original copies of student registration forms and Internet (Segment One) course completion emails to AFDO upon completion of their course.

- 8.2 Basic SCP: For domestic or international SCP courses, payments for the Alliance’s SCP Training Manuals (SGR-119 or SGR-122-Spanish; \$25/manual) should be pre-arranged directly with the distributor, IFAS-Extension Bookstore, and must include any necessary handling and distribution costs as explained for the HACCP courses above.

For domestic or international SCP courses, a fee (\$40/student paid to AFDO) for registering SCP courses, coordinating ‘qualified’ Trainers and the train-the-trainer courses, maintaining the training protocol, and processing and recording the Certificates of SCP Course Completion. Supervisory Trainers must submit the Excel Spreadsheet provided by AFDO to AFDO headquarters following successful completion of the course.

- 8.3 **Optional** - Basic HACCP: For domestic HACCP and SCP courses, a fee for the AFDO regional affiliate (\$15/student paid to the AFDO regional affiliate) is required if the Regional Affiliate is used for course facilitation. If the regional affiliate is not involved in any aspect of the meeting arrangements or actual training, this fee can be considered optional. Likewise, additional affiliate fees may be required depending on the role of the affiliate. Experience has shown their role can differ per region and training events. There is no structured regional affiliate fee requirement for Segment Two training sessions.

- 8.4 For international course applications, an initial prepaid course application fee (\$100 U.S.) must accompany each application. This fee is necessary to support the AFDO course registration process and international expenses. One fee is

necessary for each course. This fee is non-refundable.

- 8.5 Segment One (HACCP internet course): The registration fee for the Segment One Internet based HACCP training course is \$75, which is paid by students directly to the host organization for this site, the Cornell University/New York Sea Grant Program.
- 8.6 Fees for **TTT courses** will depend on support to conduct the courses, which can include registration fees and must include SHA/AFDO certificate fees for the participants that qualify and complete the TTT course. In order to qualify to participate in the TTT course, the costs for initial completion of the required Basic HACCP course, in either the classroom or Internet formats (Segments One and Two courses), or the Basic SCP course, plus all associated training materials will depend on the arrangements for prior support.

Summary of Course Fees per Students and Train-the-Trainers¹(\$US)

	<u>Training Manuals</u>	<u>AFDO Registration and Certificate</u>	<u>*AFDO Regional Affiliate</u>	<u>Totals per Student</u>
HACCP Course 16 Contact Hours	HACCP & FDA Hazard Guide \$50/set	\$50	\$15 (optional)	\$100 - \$115
SCP Course 6.5 Contact Hours	SCP manual \$25 each	\$40		\$65
Internet Course Segment One	Internet Course** \$75			\$75
Internet Course Segment Two 6.5 Contact Hours	***	\$50***		\$50
Train-the-Trainers	****	\$50		

* The fee for the regional AFDO affiliate will depend on the arrangements and involvement of the respective AFDO affiliates.

** Cost for the Internet course can also involve the student purchase of the recommended HACCP training manual and accompanying FDA Hazard Guide (\$50/set – paid directly to University of Florida).

***The ‘Segment Two’ course is optional and requires a \$50 fee payable to AFDO to obtain the formal Certificate for Course Completion. It is recommended that the basic HACCP training manual and FDA Hazards Guide be purchased by the student while taking the Segment One Internet course. If these materials were not purchased during this time, it may be necessary for the Trainer or the student to purchase them so that they are available during the Segment Two course.

****Depending on support, the TTT courses may require purchase of the necessary training manuals (FDA Hazard Guide, and the SHA HACCP and/or SCP Training Manuals).

¹ Instructors who teach TTT courses must have an AFDO course completion certificate for both the HACCP and SCP courses prior to teaching a TTT course.

8.7 Recommended Methods of Payment

Recognizing a variety of possible financial arrangements, SHA/AFDO recommends the following methods of payment. Alternative payment methods for domestic courses must be prearranged with and/or coordinated with the AFDO regional affiliate. Payments for international courses must be paid in U.S. currency in advance as outlined.

8.7.1 **Domestic HACCP courses:** The ‘Supervisory’ Trainer directs the necessary payments for training manuals (\$50/set) to the IFAS-Extension Bookstore and fees for their student’s certificates (\$50/student) to AFDO. The ‘Supervisory’ Trainer is responsible for all additional training fees. The ‘Supervisory’ Trainer is encouraged to use checks instead of cash. Payments can be by personal check, cashier’s check, money order, VISA or MasterCard (if available).

If the regional AFDO affiliate is involved, the ‘Supervisory’ Trainer can direct registration payments to the account of the AFDO regional affiliate (i.e., AFDOSS, MCA, WAFDO, NCAFDO, CASA or NEFDOA). The ‘Supervisory’ Trainer forwards all collected student registrations (Names, addresses, contact information) to the respective AFDO regional affiliate treasurer if applicable. The AFDO regional affiliate treasurers draft appropriate payments per student registration to IFAS-Extension Bookstore (\$50/student), AFDO (\$50/student), and the local facilitators. The AFDO regional affiliate retains the regional training fee (\$15/student).

8.7.2 **Internet HACCP Training Course: Segment One** fees are paid directly by credit card, personal check, cashier’s check or money order to Cornell University. Students can order course manuals directly via the Internet or by phone from the IFAS-Extension Bookstore. The FDA Hazards Guide is required for participation in the optional Segment Two portion.

8.7.3 **Segment Two Courses:** Fees for the ‘Segment Two’ training sessions will be collected by the course supervisory Trainer who is responsible for collecting and forwarding the fee of \$50 U.S./student to AFDO before Certificates of Course Completion will be issued.

8.7.4 **SCP Courses:** The ‘supervisory’ Trainer directs the necessary payment for training manuals (\$25/manual) to Florida Sea Grant/IFAS-Extension Bookstore and student registration fees (\$40/student) to AFDO. The Supervisory Trainer is responsible for all additional training fees.

- 8.7.5 **International Courses (HACCP or SCP):** The ‘supervisory’ Trainer submits a completed course registration form to AFDO headquarters with the necessary application fee (\$100 U.S./course). The international course ‘Supervisory’ Trainer prepays for the necessary training materials from the appropriate distribution center.

Following completion of the course, the international course ‘Supervisory’ Trainer sends all student registration fees (\$50 U.S./student for HACCP or \$40 U.S./student for SCP) in U.S. currency to AFDO.

- 8.7.6 **TTT courses:** Fees for the TTT training sessions will be collected by the AFDO office prior to the course. Fees are due when the TTT course application is approved. Copies of the training manuals (FDA Hazard Guide, and the SHA/HACCP and/or SCP training manuals) will be provided at the TTT courses with logistics arranged by AFDO and the TTT instructors.

**AFDO WILL ONLY ISSUE
“CERTIFICATES OF COURSE COMPLETION”
AFTER ALL FEES ARE PAID**

9.0 QUALIFIED AND SUPERVISORY TRAINER

- 9.1 All SHA/AFDO Seafood Basic HACCP training programs must include at least one ‘qualified’ Trainer to be present for the duration of the basic classroom HACCP, the ‘Segment Two’ HACCP course, or the SCP training program. More than one ‘qualified’ Trainer is preferred.
- 9.2 **‘Qualified’** Trainers are persons who have completed a Train-the-Trainer course offered by the Seafood HACCP Alliance in conjunction with AFDO. HACCP ‘qualified’ Trainers must complete the Alliance’s HACCP Train-the-Trainer course. SCP ‘qualified’ Trainers must complete the Alliance’s SCP Train-the-Trainers course. All qualified Trainers must maintain a qualification status that is approved by SHA/AFDO.
- 9.3 **Selection Criteria for Attending Train-the-Trainer Course:** Participants can be recommended by AFDO, the SHA/AFDO Steering Committee, the AFDO regional affiliates, or others seeking addition of qualified trainers. All candidates must complete an application form for review by a specific TTT Review Committee assigned by SHA/AFDO. (Appendix VI). Recommendations may be drawn from AFDO members, Seafood HACCP Alliance Steering Committee, or others familiar with the applicant’s experience and ability to teach courses. Selection criteria include:
- 9.3.1 Persons having a background of training and experience in food science, food microbiology and/or food chemistry, sanitation in food processing or related fields.
- 9.3.2 Persons with some prior experience and understanding of HACCP systems and/or sanitation in food processing for food safety.

- 9.3.3 Domestic courses: Persons willing to and are expected, through job assignment, to assist AFDO regional affiliates and States conducting basic seafood and aquaculture HACCP and SCP training in a cost-effective manner.
- 9.3.4 International courses: Persons familiar with and involved in the respective country seafood and aquaculture processing, commerce and/or food safety regulations, and are expected and capable for training the intended commercial and regulatory audience.
- 9.3.5 Persons with expressed intentions to actually conduct SHA/AFDO Seafood HACCP Training courses.
- 9.4 A **‘Supervisory’ Trainer** is an Alliance ‘qualified’ Trainer responsible for organizing and directing the Basic HACCP, SCP or Segment Two courses, or TTT training courses (including additional instructor selection and review), and is also responsible for collecting registration fees, compiling the course evaluations and preparing a Course Completion Report with students identified to receive SHA/AFDO Certificates of Course Completion.
- 9.5 An **‘Assistant’ Trainer** is a trainer that is assisting a ‘qualified’ trainer with the course and isn’t required to have an AFDO HACCP Certificate. If the assistant trainer isn’t a qualified trainer, a brief vitae will be required with the course registration.

10.0 COURSE AUDITS

- 10.1 AFDO reserves the right to arrange audits to monitor trainers and registered courses eligible for SHA/AFDO Certificates of Course Completion. Domestic and international course audits may be arranged through the AFDO Seafood Committee Chair.

11.0 ALLIANCE/AFDO RECORDS

- 11.1 AFDO’s headquarters will maintain records of a) ‘qualified’ Trainers, b) registered courses, c) course evaluations, d) course audits, and e) persons receiving Certificates of Course Completion.

12.0 CERTIFICATE OF COURSE COMPLETION

- 12.1 The SHA/AFDO Certificates of Course Completion will denote completion of a uniform, standard HACCP, SCP or Segment Two basic training course for fish and fishery products safety. They will also denote completion of an approved TTT course.
- 12.2 Students **must** attend all days of scheduled training for the HACCP or SCP courses, or complete the Segment One Internet training course AND a Segment Two training session conducted by a qualified Trainer in order to receive the

SHA/AFDO Certificate of HACCP or SCP Course Completion. Situations that terminate or limit student completion of the necessary day(s) of training will be noted on the student's registration form in order to assure credits for the days or time completed and to assure registration fee credits for future courses. Further training will be necessary to complete the course and be eligible for the SHA/AFDO Certificate. Additional registration fees should only include costs for local facilities and arrangements.

Likewise, participants qualified to participate in a TTT course **must** attend all scheduled training, but there is no provision to extend TTT training due to limited participation, unless approved by the SHA/AFDO Training Course Approval Committee.

- 12.3 Dates and location of training will be listed on each certificate.
- 12.4 Certificate signatures in recognition of the training will include the current AFDO President.
- 12.5 Certificates may list organizations coordinating and providing the training if pre-approved by the SHA/AFDO Executive Committee.
- 12.6 Certificate distribution should follow successful completion of the standard, approved course, submission of the Course Completion report and verification of paid fees.
- 12.7 Persons receiving certificates for any SHA training course (HACCP, SCP or TTT) will be encouraged to maintain their information for contact (email, address, or phone) with AFDO in order to receiving any continuing communications. SHA nor AFDO will actively maintain contact information.
- 12.8 SHA/AFDO Certificate modifications are not permitted.

13.0 RESPONSIBILITIES

Responsibilities are listed in most probable sequence of events for a basic training course.

1. For domestic courses, the course applicant(s) are encouraged to initially contact the AFDO regional affiliate to establish liaison and announce intentions to provide a basic course in accordance with SHA/AFDO Training Protocol. One of the course applicants must be a Supervisory Trainer. This initial contact should address any necessary financial arrangements and establish liaison with AFDO and/or the AFDO regional affiliate and representative(s). **Working with and through a regional AFDO affiliate is encouraged but not mandated.**

An application for course registration is submitted to AFDO. The application form must be obtained and completed by the applicant. **Please submit your application in a timely manner keeping in mind that it may take 20 to 30 business days for a final response.**

International course applications must be accompanied by the application fee (\$100 U.S./course) payable in U.S. currency.

2. The AFDO headquarter office forwards the applications through the SHA/AFDO Training Course Approval Committee for their review. Responses are compiled by the Committee Chair and/or the AFDO office and forwarded for reply to the applicants. Responses can be: registration complete, registration pending modifications (itemized), or registration denied with reasons for denial.
3. If the review response is “registration complete”, the AFDO office sends an AFDO registration packet and Course Completion Report form for student registration. The applicants can proceed with the course anticipating official SHA/AFDO Certificates of Course Completion for all students completing the course. The AFDO office will record the registered course information. The applicant must order the necessary amount of training materials per anticipated students from the appropriate distribution center(s) and post the approved course on the available SHA/AFDO website.
4. The training proceeds, the ‘Supervisory’ Trainer must be present for the duration of the training session. Participants must attend all training. Also, approved auditors must be present for the duration of international courses. When the course is completed, the original applicant/Supervisory Trainer must forward the SHA/AFDO Course Completion Report (provided with confirmation of course approval) listing the course graduates to the AFDO office. This list will be prepared per previous AFDO instructions provided to all applicants with the registration packet. If training a Segment Two course, the “Supervisory Trainer” must collect the Segment One confirmations from each student and submit a copy to AFDO along with the Course Completion Report.
5. After the training is completed, the total student AFDO Registration and Certificate fees are forwarded to AFDO with the course completion report.
6. The AFDO headquarter office will record the student graduates and prepare the students’ Certificates of Course Completion. Completed certificates will be mailed to the domestic students according to their registered listing. **International student certificates will be mailed to the course Supervisory Trainer for their distribution to the students unless other arrangements are made (emails are an option).**
7. Students must demonstrate that they have completed the Segment One portion of the Internet Training course to be eligible to participate in a SHA/AFDO Segment Two training session and receive an SHA/AFDO/Certificate of Course Completion. Supervisory Trainers for Segment Two training sessions must follow all requirements and responsibilities outlined above for the basic HACCP training course. **SPECIAL NOTE:** All participants in Segment Two courses should be encouraged to bring copies of the FDA Hazards Guide for instruction with required practical exercises during the Segment Two classroom format.

APPENDIX I: BASIC HACCP TRAINING COURSE AGENDA
(16 Contact Hours Minimum with SHA HACCP Training Manual and FDA Hazards Guide)

NOTE: The standard agenda must be a minimum 16 contact hours course. It is recommended but not required that the course be taught over a 3-day period. The times allotted to each section are to allow for sufficient learning opportunities. However, there is flexibility in the design based on the nature of the audience (i.e. homogeneous audience by species or processing methods or very small class size). Regardless of the format of the course, allow 3-4 contact hours from the 16 hours, for the practical exercise. One useful alternative approach to stimulate participation is to arrange the work sessions following the respective instruction, e.g., work session on hazard analysis to follow the lecture on Determining Critical Control Points, and the work session on developing the HACCP Plan following the lecture on Record-Keeping. If using this format, indicate with the agenda submitted with the course application.

Day 1

15 min. ORIENTATION AND INTRODUCTION TO ALLIANCE COURSE AND HACCP

- Describe the purpose of the course
- Explain the relationship of the Alliance and AFDO
- Introduce the HACCP concept for food safety

30 min. PREREQUISITE PROGRAMS

- Review programs that need to be in place before implementation of a HACCP program
- Describe the relationship between Good Manufacturing Practices (GMPs), sanitation control procedures (SCPs), and HACCP
- Describe monitoring, correction and record-keeping requirements for 8 areas of sanitation in the FDA Seafood HACCP regulation
- Review examples of SCPs, monitoring and records in curriculum manual
- Review other relevant regulatory requirements that may apply to the audience

75 min. SEAFOOD SAFETY HAZARDS

- Describe the general types of hazards including species-related hazards and process-related hazards
- Describe the species and process related seafood safety hazards found in the FDA Hazards Guide with emphasis on:
 - What causes the seafood safety hazard
 - What seafood products and processes are affected by the hazard
 - How the hazard can be controlled (prevented, eliminated, or reduced to an acceptable level)

15 min. PRELIMINARY STEPS

- Introduce preliminary steps that must be completed prior to applying HACCP principles
- Introduce the XYZ Seafood Company model example to demonstrate preliminary steps

90 min. CONDUCTING A HAZARD ANALYSIS

- Describe the steps in the Hazard Analysis process
- Introduce and describe the Hazard Analysis form
- Describe how to identify all potential species and process related hazards using the FDA Hazards Guide table in Chapter 3 of the Guide
- Describe how to determine what hazards are significant using information from the Hazard chapter in the FDA Hazards Guide and justify the decision
- Describe control measures for specific types of hazards
- Use the XYZ seafood model to illustrate how to conduct a hazard analysis using the FDA Hazard Guide

60 min. DETERMINING CRITICAL CONTROL POINTS

- Define critical control points (CCPs)
- Continue with teaching example to identify CCPs

- Discuss tools to help identify CCP including the FDA Hazards Guide and the ‘Decision Tree’

60 min. ESTABLISHING CRITICAL LIMITS

- Define and list typical critical limits (CLs) using examples from the curriculum manual
- Introduce the HACCP Plan Form
- Describe control strategy options from the hazard chapters of the FDA’s Hazards Guide
- Describe how to select one or more critical limits from a control strategy in Hazards Guide
- Discuss use of operating limits
- Use the XYZ seafood model to illustrate how to set up HACCP plan form and select a critical limit using the FDA Hazards Guide

Day 2

40 min. CRITICAL CONTROL POINTS MONITORING

- Define and explain the purpose for monitoring
- Describe the 4 elements of a complete monitoring procedure
- Describe how to identify appropriate monitoring procedures for the critical limit option selected from the FDA Hazards Guide
- Use the XYZ seafood model to illustrate how to identify monitoring procedures using the FDA Hazards Guide

40 min. CORRECTIVE ACTIONS

- Define and explain need for predetermined corrective actions
- Explain and identify the components required for a complete corrective action procedure
- Describe how to identify appropriate corrective actions using the FDA Hazards Guide
- Use the XYZ seafood model to illustrate how to identify corrective actions using the FDA Hazards Guide

45 min. ESTABLISH VERIFICATION PROCEDURES

- Define and explain the need for verification procedures
- Explain types of verification procedures including: validation, routine and periodic verification
- Give examples of typical verification procedures needed including accuracy checks, calibration, testing
- Describe how to identify appropriate verification procedures using the FDA Hazards Guide
- Use the XYZ seafood model to illustrate how to identify verification procedures using the FDA Hazards Guide

45 min. RECORD-KEEPING PROCEDURES

- Define and explain the need for record-keeping procedures
- Explain types of records needed and the record-keeping requirements in the FDA regulation
- Review examples of types of records in the curriculum
- Describe how to identify appropriate record-keeping procedures using the FDA Hazards Guide
- Use the XYZ seafood model to illustrate how to identify record-keeping procedures using the FDA Hazards Guide

90 min. OVERVIEW OF FDA SEAFOOD HACCP REGULATION

- Introduce the FDA seafood HACCP regulation and its format
- Discuss each of the elements of the regulation using the curriculum manual format

30 min. RESOURCES FOR PREPARING HACCP PLANS

60 min. REVIEW AND INTRODUCTION OF PRACTICAL WORK SESSION

Divide students into groups of 6 people or less and select a Teaching Model for each group to work on. Teaching models are available from <https://www.flseagrant.org/seafood/haccp/>

Day 3

180 min. GROUP WORK SESSIONS ON DEVELOPING HACCP PLANS

Students complete a Hazard Analysis and develop necessary HACCP Plans with instructor facilitation as necessary

60 min. GROUP PRESENTATIONS

Each group presents the results of their Hazard Analysis and HACCP Plan with comments and discussion from students and instructors

30 min. REVIEW, Q&A, AND ADJOURN

RECOMMENDATIONS: The agenda must include numerous breaks and lunches to allow the students to rest and better concentrate on the training. Although the required topics must be taught, they can be arranged to best suit the audience and situations. Experience has shown that the first portion should proceed through Critical Control Points then conduct the practical exercises for completing the Hazard Analysis. This is followed by proceeding through the remainder of the curriculum which leads to a final exercise for developing the HACCP plans. It is recommended the course be taught over a 3-day period. Courses held within less than 2.5 days and/or less than 16 contact hours require written justification detailing mitigations and equivalency to the recommended protocol.

APPENDIX II: INTERNET 'SEGMENT TWO' HACCP COURSE **(6.5 Contact Hours minimum with the use of FDA Hazards Guide)**

The optional Alliance Internet based HACCP training course (Segment One) is designed to teach students the information presented in the basic HACCP curriculum and assure the participants understand how to use the FDA Hazards Guide. The SHA/AFDO **Segment Two** course provides additional instruction and recommended Practical Work Sessions with oversight provided by a qualified SHA/AFDO Trainer. The following Segment Two course format and agenda involves 6.5 Contact Hours.

Orientation, Course Objectives and Introductions

30 minutes - Review of FDA Seafood HACCP Regulation (21CFR Part 123) Fish and Fishery Products, and the 7 Principles of HACCP

60 minutes – Identify species- and process-related food safety hazards and their associated control strategies using the FDA's *Fish and Fishery Products Hazards and Controls Guidance* (FDA Hazards Guide)

- Explain how to use Chapter 3, using Tables 3-2, 3-3, and 3-4.
- Discuss use of the "Understand the Potential Hazard" section of each chapter.
- Participants should identify the food safety hazards for the provided commodities (e.g., model provided by SHA or based on participant's needs).

90-120 minutes – Review Progressive Steps for Developing a HACCP Program

- How to conduct a Hazard Analysis (i.e. product specification, flow diagram, and hazard analysis) using FDA's Hazards Guide (Chapter 2, Appendix 3 and a process model provided by SHA or based on participant's needs).
- Developing a hazard analysis and identifying controls using the same model as bullet one and utilizing the individual chapters in the FDA's Hazards Guide to understand and develop a hazard analysis and identify CCPs. Developing a HACCP Plan using individual chapters of the FDA's Hazards Guide and the same process model as per this section.

120 to 180 minutes – Group Work Sessions using a new model(s) provided by the Alliance or model(s) that are applicable to the participant's needs

- Participants shall be divided appropriately into work groups
- Each group shall develop a hazard analysis and HACCP plan as deemed appropriate by the Trainer

60 minutes – Group Presentations Dependent on the number of groups presenting – Team Presentations and Class Discussion of Group Work Session Results

30 minutes - Paperwork and Final Q & A

**APPENDIX III: Sanitation Control Procedures Course
(6.5 Contact Hours with SHA SCP Training Manual)**

I-3. Course Chapters – 3 Parts:

1. Sanitation monitoring, corrections and records;
2. Background information on sanitation; and
3. Sanitation Control Guides (examples)
(proceed through Chapters with emphasis on ‘how to’ monitor and record SCPs)

I-4. Basic SCP Course

30 min.	Registration and Welcome
60 min	Introduction with reference to additional requirements introduced through the new regulations for GMPs 117 that replace the prior version of GMPs 110
30 min	*Safety of Water
90 min	*Condition and Cleanliness of Food Contact Surfaces (two parts)
30 min	*Prevention of Cross-Contamination
30 min	Maintenance of Hand Washing, Hand Sanitizing and Toilet Facilities
30 min	*Protection of Food from Adulterants and Proper Labeling, Storage and Use of Toxic Compounds
30 min	Control of Employee Health Conditions
30 min	Exclusion of Pests
30 min	Example of SSOP Plan and Sanitation Control Procedures
	Adjourn

* Discuss related concerns and controls for cross-contact with potential food allergens

**APPENDIX IV: Domestic Course Registration Form
SHA/AFDO Seafood HACCP Training Program**

DOMESTIC COURSE REGISTRATION FORM

SUBMIT ONE (1) COMPLETE APPLICATION FOR EACH COURSE DATE AND LOCATION

Submit this form with the requested documentation to:

Association of Food and Drug Officials
155 W. Market St 3rd, York, PA 17401
717-757-2888 ♦ fax 717-650-3650 ♦ email afdo@afdo.org

Please submit your application in a timely manner keeping in mind that it may take **20 to 30** business days for a final response.

1. APPLICANT

	_____	_____	_____
	<i>First Name</i>	<i>MI</i>	<i>Last Name</i>
Title	_____		
Mailing	_____		
...	_____		
Phone	_____	Fax	_____
E-mail	_____		

2. COURSE: (check one) **HACCP** (16 Contact Hours) **SCP** (6.5 Contact hours) **Segment II** (6.5 contact hours)
(Please provide justification if planning less than the required contact hours)

Course Date: _____ Course Location: _____

Expected Number of Students: _____

Source and edition of Training Manual: _____

This Course is: (check one) Available to the Public Closed to the Public

3. TRAINERS AND QUALIFYING CREDENTIALS: Attach brief vitae with addresses and telecommunications for all Assistant Trainers without an AFDO “current” certificate number. Include “current” certificate numbers for all the SHA/AFDO “qualified” Trainer (s).

	<i>Name</i>	<i>Certificate #</i>
a. Supervisory Trainer *	_____	_____
b. Assistant Trainer	_____	_____
c. Assistant Trainer	_____	_____
d. Assistant Trainer	_____	_____

* *Supervisory Trainer must be AFDO “qualified” according to the SHA/AFDO Seafood HACCP and SCP Training Protocol and be present for the duration of the course.*

4. AFDO LIAISON: Optional – See Section 8.3 of the HACCP and SCP Training Protocol. (*check one*)

AFDOSS CASA MCA NCAFDO NEFDOA WAFDO

Name of Organization Executive Member _____

Address _____

Phone _____ Fax _____

Role in Program (if applicable) _____

5. **COURSE OUTLINE** (submit for review of topics, duration of each topic, and schedule). Reference the Course Agendas outlined in the Protocol. (If you plan to teach the course agenda in less than the specified minimum contact hours you will need to justify your decision in writing before approval can be considered.)

6. **LIST TRAINING MATERIALS** to be used in addition to the SHA/AFDO Training Manual and FDA's Fish and Fishery Products Hazards and Controls Guidance (FDA Hazards Guide).

7. **COURSE REGISTRATION FEE:** Total cost/student \$ _____

Registration fee must include:

- a) **\$50** per HACCP student, or **\$40** per SCP student to AFDO for recording and preparing the AFDO Certificates of Course Completion
- b) **\$50** for the HACCP manuals, or **\$25** for the SCP training manuals
- c) **\$15** per student for Regional Affiliate (optional)

*NOTE: The total cost per student should be reasonable for necessary Trainer(s), travel, facilities, equipment, and related materials. **If the cost per student is over \$600.00, please itemize below.** The Alliance does not specify any specific limit for the cost per student, but the course approval process can question any apparently excessive costs in order to encourage access to affordable education that advances seafood safety. All approved courses with the respective costs per student will be posted on Alliance maintained websites.*

Additional Costs/Student	Specific Justifications
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(Use additional page if necessary)

Signature of the applicant and/or Supervisory Trainer denoting agreement to conduct the described training in accordance with the SHA/AFDO Seafood HACCP and SCP Training Protocol and to be responsible for all itemized fees.

Name: _____ **Date:** _____

**APPENDIX V: International Course Registration Form
SHA/AFDO Seafood HACCP Training Program**

INTERNATIONAL COURSE REGISTRATION FORM

SUBMIT ONE (1) COMPLETE APPLICATION FOR EACH COURSE DATE AND LOCATION

Submit this form with the requested documentation to:

Association of Food and Drug Officials
155 W. Market St 3rd, York, PA 17401
717-757-2888 ♦ fax 717-650-3650 ♦ email afdo@afdo.org

2. APPLICANT

	<i>First Name</i>	<i>MI</i>	<i>Last Name</i>
Title	_____		
Mailing Address	_____ _____		
Phone	_____	Fax	_____
E-mail	_____		

- 2. COURSE:** (check one) **HACCP** (16 Contact Hours) **SCP** (6.5 Contact Hours) **Segment Two** (6.5 Contact Hours)
(Please provide justification if planning less than the required contact hours)

Course Date: _____ Course Location: _____

Expected Number of Students: _____ Source and edition of Training Manual: _____

This Course is: (check one) Available to the Public Closed to the Public

3. TRAINERS AND QUALIFYING CREDENTIALS: Attach brief vitae with addresses and telecommunications for all Assistant Trainers without an AFDO "current" certificate number.

Include "current" certificate numbers for all the SHA/AFDO "qualified" Trainer (s).

	<i>Name</i>	<i>Certificate #</i>
a. Supervisory Trainer*	_____	_____
b. Assistant Trainer	_____	_____
c. Assistant Trainer	_____	_____
d. Assistant Trainer	_____	_____

* Supervisory Trainer must be AFDO "qualified" according to the SHA/AFDO Seafood HACCP and SCP Training Protocol and be present for the duration of the course.

- 4. COURSE OUTLINE** (submit for review of topics, duration of each topic, and schedule). Reference the Course Agendas outlined in the Protocol. (If you plan to teach the course agenda in less than the specified minimum contact hours you will need to justify your decision in writing before approval can be considered.)

- 5. LIST TRAINING MATERIALS** to be used in addition to the SHA/AFDO Training Manual and FDA's Hazard Guide for Fish and Fishery Products Hazards and Controls Guidance (FDA Hazards Guide).

6. **COURSE REGISTRATION FEE:** Total cost/student \$ _____ (US)

Registration fee must include:

- d) **\$50 US** per HACCP student, or **\$40 US** per SCP student to AFDO for recording and preparing the AFDO Certificates of Course Completion
- e) **\$50 US** per HACCP student for the HACCP set, or **\$25 US** for the SCP training manuals
- f) **\$100 US** overall Prepaid course(s) applicant fee

*NOTE: The total cost per student should be reasonable for necessary Trainer(s), travel, facilities, equipment, and related materials. **If the cost per student is over \$600.00, please itemize below.** The Alliance does not specify any specific limit for the cost per student, but the course approval process can question any apparently excessive costs in order to encourage access to affordable education that advances seafood safety. All approved courses with the respective costs per student will be posted on Alliance maintained websites.*

Additional Costs/Student	Specific Justifications
--------------------------	-------------------------

(Use additional page if necessary)

Signature of the applicant and/or Supervisory Trainer denoting agreement to conduct the described training in accordance with the SHA/AFDO Seafood HACCP and SCP Training Protocol and to be responsible for all itemized fees.

Name: _____ **Date:** _____

**APPENDIX VI: Seafood HACCP Alliance (SHA)/AFDO Train-the-Trainer (TTT)
Application:**

APPLICANT INFORMATION			
Name:			
Address:			
Telephone:		Cell:	
Fax:		e-mail:	
OCCUPATION AND EXPERIENCE			
Position Description with relevance to HACCP and Seafood Processing: (Expand or add information if necessary)			
HACCP Experience (Implementation and Training): (Expand or add information if necessary)			
Have you completed the SHA/AFDO Basic HACCP Course ()? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Certificate #</i> If no, have you completed the online Segment 1 course? <input type="checkbox"/> Yes <input type="checkbox"/> No Have you completed the Segment Two Course (<input type="checkbox"/> Yes <input type="checkbox"/> No <i>Certificate #</i> Have you completed the SHA/AFDO SCP Course? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Certificate #</i>			
At least two (2) References Required related to HACCP and Seafood Processing Experience: <i>Letters of Recommendation are encouraged to support experience with seafood, food safety training and HACCP.</i>			
	<i>Name</i>	<i>Email</i>	<i>Phone #</i>
1.			
2.			
3.			
Attach Condensed Vitae (maximum 2 pages) to include professional affiliations related to seafood safety, any related publications, training programs or seafood HACCP implementation.			
RESPONSIBILITY AS SEAFOOD HACCP ALLIANCE TRAINER			
<i>By signing this document, I acknowledge that HACCP and related Sanitation Control Procedures courses, in order to be denoted as Seafood HACCP Alliance courses with Association of Food and Drug Officials (AFDO) certification, must comply with the established training protocols. These protocols can be found on the AFDO web site, http://www.afdo.org and include prior course approvals, use of core training manuals, standard training formats, and associated registration fees. Any misrepresentation of the Protocol, the Alliance or AFDO can result in revocation of the qualified trainer status.</i>			
<i>Signature</i>			<i>Date</i>
Send completed application and any extra support information to: Association of Food and Drug Officials 155 W. Market St 3rd, York, PA 17401 717-757-2888 (phone) • 717-650-3650 (fax) • E-mail: afdo@afdo.org			

APPENDIX VII: Train-the-Trainer (TTT) Course Outline

DAY 1

- 40 minutes Welcome and Introductions
Orientation to SHA/AFDO and Chapter 1 SHA Course and HACCP
- 40 minutes Adult Learning
Break (20 minutes)
- 70 minutes Seafood HACCP and Related Regulations
- 30 minutes Chapter 2 Pre-Requisite Programs
- LUNCH
- 20 minutes Chapter 3 Preliminary Steps
- 30 minutes Chapter 4 Seafood Safety Hazards
Break (15 minutes)
- 90 minutes Chapter 5 Hazard Analysis
Break (15 minutes)
- 20 minutes Chapter 6 Determine Critical Control Points
- 20 minutes Conducting Practical Exercises

DAY 2

- 30 minutes Open Group Discussion (Questions and Setting Stage for Practical)
- 180 minutes Practical Exercise for CONDUCTING HAZARD ANALYSIS
(includes Breaks)
Group Reports and Discussions
- LUNCH
- 30 minutes Chapter 7 Establish Critical Limits
- 30 minutes Chapter 8 Critical Control Point Monitoring
- 30 minutes Chapter 9 Corrective Actions
Break (20 minutes)
- 30 minutes Chapter 10 Verifications
- 30 minutes Chapter 11 Records
- 30 minutes Group Discussion

DAY 3

180 minutes Practical Exercise for DEVELOPING A HACCP PLAN
(includes Breaks)

Group Reports and Discussions

20 minutes Chapter 13 HACCP Training Resources

20 minutes SHA/AFDO Protocol for Approved Courses

20 minutes Teach Segment Two courses

LUNCH

120 minutes Conducting Sanitation Control Procedures Courses (SCP)

- Basic Approach and Intent (SCP Monitoring and Records)
- Chapter Discussions (8 Key Sanitation Areas and Cross-Contact Controls)

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