

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

HACCP AND SCP TRAINING PROTOCOL

Edition: October 2019

This protocol has been developed to ensure a uniform and cost-effective delivery of the Seafood HACCP Alliance's HACCP training program for the processing and importing of fish and fishery products 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 throughout this document.)

Headquarters for Records, Communications and Training Liaison:

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155 W. Market St 3rd Floor, York, PA 17401
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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 uniform, cost effective HACCP training programs. 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. This SHA training program includes standardized courses, the training materials to be used in these courses, train-the-trainer (TTT) courses, instructors for TTT courses, 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, in conjunction with AFDO, develops and maintains the 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 ‘Train-the-Trainer (TTT) Instructors’ that are experienced and involved in production and maintenance of all basic training materials and course outlines. The SHA Executive 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, Segment Two 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 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 Cornell Internet (Segment One) course followed by completion of a ‘Segment Two’ course taught by a qualified SHA 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, **MUST** be registered through the AFDO office.
- 2.5 SHA 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 AFDO (<http://afdo.org/seafoodhaccp>).
- 2.6 An SHA/AFDO assigned Trainer *eNewsletter* Committee will maintain a periodic electronic based newsletter to support all SHA/AFDO ‘qualified’ 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 Training Manuals and associated materials for conducting HACCP or SCP (depending on the course) courses.

Qualified TTT Instructors will be appointed by the SHA 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 course or the Cornell Internet course (Segment One) followed by a Segment Two course to assure awareness of the pertinent SHA training materials. Training must have been completed since the most recent major revision of the SHA training materials (currently 2011). TTT candidates who have completed

training prior to 2011 must either complete a Segment 1 plus a Segment Two HACCP course; a 16 contact hour Basic HACCP course ; or a HACCP course provided by the US Department of Commerce/NOAA-Seafood Inspection Program since 2011 prior to qualifying for the SHA Train-the-Trainer course. 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 at least 2-3 appointed TTT Instructors. Participants must complete the HACCP Train-the-Trainer course to become ‘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. Required training materials include (the most recent addition):

- FDA Fish and Fishery Products Hazards and Control Guidance
- Hazard Analysis and Critical Control Point Training Curriculum
- SHA Seafood HACCP Training Slides
- SHA Training Models for Practical Exercises

The SHA training materials can be purchased or downloaded by qualified trainers at the following Florida Sea Grant Website:

<https://www.flseagrant.org/seafood/haccp/>

3.2.1 **Duration:** The basic HACCP course requires a **minimum of 16 contact hours**. These contact hours are time spent teaching, on class exercises, and on instruction/guidance. It does not include time spent on breaks and/or lunch. However, there is flexibility in the course design and agenda 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 current *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 **Segment One + Segment Two HACCP Courses:** 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. The Segment Two course requires a minimum of 6.5 contact hours in classroom format (unless approved justification for less hours), and must be registered through the AFDO office. Only those students who have completed the Cornell Segment One Internet course are eligible to attend a Segment Two course.

3.3.1 **Segment One (Cornell Internet Course):** The Segment One 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 Cornell Internet course consists of 12 modules, each of which corresponds to the chapters in the Hazard Analysis and Critical Control Point Training Curriculum (most recent editions). 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 SHA/AFDO Segment Two training course. 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 (Classroom training course taught by a SHA/AFDO ‘qualified’ Trainer):** To receive an AFDO “Certificate of Course Completion” equivalent to the one provided upon completion of the basic 16 contact hour classroom course, students who have completed the Segment One Internet course must then complete their training by attending a one day training course called Segment Two. Approved Segment Two courses are posted on the AFDO Website at

<http://www.afdo.org/seafoodhaccp>. This Website can also be used to locate a qualified trainer in a specific location. 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 Segment Two course is responsible for making final determinations regarding this deadline mindful of experience and related factors for each participant. Segment Two HACCP training courses must be a minimum of 6.5 contact hours following the agenda listed in Appendix II which includes at least 2 hours for conducting practical exercises including hazard analysis and development of HACCP plans. All students must have access to the current 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. 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). The SHA/HACCP Training Manual, the training slides (templates), blank forms for classroom practical exercises, and SHA approved 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 2.5. Additional course materials and content can be added or modified over time in accordance with SHA/AFDO protocol to assure compliance with regulatory mandates and commercial practice and will be posted to these websites.

4.2 **SCP Training Manual:** The Sanitation Control Procedures for Processing Fish and Fishery Products training manual was developed by the SHA/AFDO 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) and Current Good Manufacturing Practice regulations (21 CFR Part 117). 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 2.5. 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: This guidance manual is prepared by the FDA to assist with 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 at the Florida Sea Grant and AFDO websites listed in section 2.5. 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. All students, whether they attend a basic or Segment Two course, must have access to a copy of the FDA Hazards Guide during training.

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 Training Materials:** SHA 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.

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/> **These slide sets must be used by qualified trainers to deliver SHA courses.**

4.7 **Training Models:** Instructors for basic HACCP and Segment Two courses **must** use the SHA Training Models for the practical exercise portion of their class. These models are used to conduct the hazard analysis and HACCP Plan development group exercises. Approved SHA Training Models can be downloaded by qualified trainers at the Florida Sea Grant website at: <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 and course agenda 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). When the course is approved, AFDO will assign a course number, and notify the trainer via email. 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 21 CFR Part 123.10 *Training* in the FDA Seafood HACCP Regulation.

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 or their designated person. The periodic TTT courses are initiated and advanced through the SHA Executive Committee. All course registration applications (Appendix IV, V, or VI) 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
Email afdo@afdo.org

The course application forms and details for completing them can be found at the AFDO Website at: <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 and the course agenda to the assigned SHA/AFDO Training Course Approval Committee for review, comment, and/or approval. If a course application is denied, the reason for denial will be provided to the applicant.

5.3 Basic HACCP, SCP and Segment Two Course Registration Requirements

5.3.1 Applicants must use the most current edition of the SHA Training Manuals, Training Slides, and Training Models and the most current edition of the FDA Hazards Guide. These manuals can be ordered from the Florida Sea Grant website, <https://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. Failure 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. Failure to meet this requirement is grounds for denial of course registration.
- 5.3.3 Applicants conducting domestic HACCP and SCP courses are encouraged, but not required, 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. See section 8.3 for additional information.
- 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 SHA Segment One Cornell 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 prior to the start of the course for students to be eligible to receive a Certificate of Course completion. Students must provide proof of completion of the Cornell Internet Segment One course prior to being eligible to attend a Segment Two course. Individuals who have completed SHA HACCP training in the past may update their training by presenting their previous AFDO/SHA certificate instead of a Segment One completion letter from Cornell and receive a new updated certificate after all associated fees for the new Segment Two course have been paid. 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 Trainer-to-Student Ratio: The trainer-to-student ratio for the basic 16 contact hours HACCP course, 6.5 contact hours Segment Two course, or the 6.5 contact hours SCP course is at least 2 trainers for more than 15 students. These ratios allow for more student and trainer interaction, an important attribute of the SHA/AFDO Seafood HACCP and SCP training

programs. 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 Executive 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.

A SHA/AFDO HACCP course completed since the latest major course revisions **must be completed in advance** of the TTT course. All TTT course participants **MUST** complete either the SHA's Basic HACCP course or the Cornell Internet course (Segment One) plus a Segment Two course to assure awareness of the latest SHA training materials. Training must have been completed since the most recent major revision (currently 2011). If TTT candidates have completed training prior to 2011, they must complete either a new basic HACCP course or a new Segment 1 Cornell Internet course plus a Segment Two HACCP course prior to obtaining approval to attend the SHA Train-the-Trainer course.

5.4.2a Exception: Participants that can demonstrate that they have completed a formally recognized and standard seafood HACCP course provided by the US Department of Commerce/NOAA-Seafood Inspection Program conducted in 2011 or later will meet the training requirement described in 5.4.2. 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 after 2011 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 or Co-Chairs 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 or Co-Chairs will appoint representatives to the approval committee.

7.0 REVOCATION OF COURSE REGISTRATION or TRAINER QUALIFICATION

- 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 Executive Director in consultation with the SHA 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: certificate fees that will be paid to AFDO, 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 Course:** For domestic basic HACCP courses (16 contact hours), a fixed cost of \$70/set/student should be included for the SHA HACCP Training Manual (SGR-132 or SGR-134-Spanish) and FDA's Fish and Fishery Products Hazards and Control Guide (SGR-129 or SGR-131-Spanish). These manuals can be ordered through the University of Florida's 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.

8.2 **Segment One Internet Course + Segment Two HACCP Course:** The registration fee for the Segment One Cornell 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. Students can register for the Internet course and pay the course fee online via credit card at: <http://seafoodhaccp.cornell.edu> The cost for the Segment Two course (6.5 contact hours) will be set by the supervisory trainer and must be approved by the SHA Training Approval Committee. Costs should include copies of the FDA Hazards and Controls Guide at \$35/student, if necessary. Registration fees should include the following items: certificate fees that will be paid to AFDO, 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.

8.3 **SCP Course:** The cost for domestic or international SCP (Sanitation Control Procedures) courses (6.5 contact hours) will be set by the supervisory trainer and must be approved by the SHA Training Approval Committee. Costs should include \$35/student for the SHA Training Manual (SGR-119 or SGR-122-Spanish; \$35/manual). This manual can be purchased in advance from the University of Florida IFAS-Extension Bookstore as described in Section 4.4. Registration fees should include the following items: certificate fees that will be paid to AFDO, 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.

8.4 **HACCP Training Certificate Fees Payable to AFDO:**

Domestic and international Basic HACCP courses: For students completing the Basic HACCP course (16 contact hours) and for students completing the Internet HACCP course (Segment One) plus the Segment Two training course (6.5 contact hours), a fee of \$50/student must be paid to AFDO to obtain the Certificate of Course Completion which is registered by AFDO. In addition, for international HACCP courses, an additional fee of \$100/course is necessary to ship the Certificates of Course Completion. 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, a copy of the Internet (Segment One) course completion emails from Cornell University or a copy of the SHA/AFDO Certificate of HACCP course completion for those who want to update their training to AFDO upon completion of their course. AFDO will not issue certificates for a course until all required materials and fees are received.

8.5 **SCP Course:** For domestic or international SCP courses, a fee of \$40/student must be paid to AFDO to obtain the SCP Certificate of Course Completion which is registered by AFDO. In addition, for international HACCP courses, an additional fee of \$100/course is necessary to ship the Certificates of Course Completion. This fee is necessary to reimburse 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. AFDO will not issue certificates for a course until all required materials and fees are received.

8.6 **Optional AFDO Affiliate Fees:** - For domestic Basic HACCP, Segment Two and SCP courses, a fee for the AFDO regional affiliate of \$25/student paid to the AFDO regional affiliate is required if the Regional Affiliate is used for course facilitation. For example an instructor may be associated with a University that is unable to take registration fees directly from the students. Therefore, the AFDO

Affiliate can be used to accept the registration fees, purchase manuals, and provide payment to AFDO for the certificates. If the regional affiliate is not involved in any aspect of the meeting arrangements or actual training, this fee is not paid. 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. See section 8.8.1 for additional information.

8.7 **TTT Courses:** The registration fee will depend on support to conduct the courses, which can include registration fees, refreshments, equipment and facility rentals, trainer fees, training manuals, and other costs, 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>
Basic HACCP Course 16 Contact Hours	SHA HACCP Manual & FDA Hazard Guide \$70/set	\$50	\$25 (optional)	\$120-\$145
SCP Course 6.5 Contact Hours	SCP manual \$35 each	\$40	\$25 (optional)	\$75
HACCP Internet Course (Segment One)	Internet Course** \$75			\$75
HACCP Segment Two Course 6.5 Contact Hours	***	\$50	\$25 (optional)	\$50
Train-the-Trainers	****	To be determined each year		To be determined each year

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

** Cost for the Internet course may also involve the student purchase of the recommended HACCP training manual and accompanying FDA Hazard Guide (\$70/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. Regardless, the student must have access to the basic HACCP training manual and FDA Hazards Guide during the 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.

8.8 **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 or the regional AFDO affiliate. Payments for international courses must be paid in U.S. currency as outlined.

8.8.1 **Domestic HACCP courses:** The ‘Supervisory’ Trainer directs the necessary payments for training manuals (\$70/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 credit cards. Payments can be by personal check, cashier’s check, money order, American Express, Discover, VISA or MasterCard.

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 (\$70/student), AFDO (\$50/student), and the local facilitators. The AFDO regional affiliate retains the regional training fee (\$25/student).

8.8.2 **Internet HACCP Training Course (Segment One):** The registration fee is 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.

8.8.3 **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. The FDA’s Fish and Fishery Products Hazards and Control Guide (SGR-129 or SGR-131-Spanish) is required for participation in the Segment Two Course.

8.8.4 **SCP Courses:** The Supervisory Trainer directs the necessary payment for training manuals (\$35/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.

8.8.5 **International Courses (HACCP or SCP):** The Supervisory Trainer submits a completed course registration form to AFDO headquarters. 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 plus \$100 shipping fee for Certificates of Course Completion) in U.S. currency to AFDO.

8.8.6 **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 Basic HACCP training programs must include at least one Qualified Trainer to be present for the duration of the basic HACCP course, the Segment Two HACCP course, or the SCP training course. 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. 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 Persons willing to and are expected, through job assignment, to assist AFDO regional affiliates and States conducting basic seafood 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 who is responsible for organizing and directing the Basic HACCP, Segment Two, SCP, or Train-the-Trainer 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 is not required to have an AFDO HACCP Certificate of Completion. If the assistant trainer is not a qualified trainer, a brief vitae will be required with the course registration application.

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 or Co-Chairs.

11.0 ALLIANCE/AFDO RECORDS

- 11.1 AFDO 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 the completion of a SHA Basic HACCP (16 contact hours), Segment Two (6.5 contact hours), SCP (6.5 contact hours), or approved TTT course.
- 12.2 Students **must** attend all days of scheduled training for the Basic HACCP, Segment Two or SCP courses conducted by a Qualified Trainer in order to

receive the SHA/AFDO Certificate of 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 of Course Completion. 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 Executive Director.
- 12.5 Certificate distribution should follow successful completion of the standard, approved course, submission of the Course Completion report and verification of paid fees. In addition, for Segment Two courses, proof of completion of the Cornell Internet HACCP Course (Segment One) or a copy of a previously issued SHA/AFDO HACCP training certificate must also be provided.
- 12.6 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.
- 12.7 SHA/AFDO Certificate modifications are not permitted unless approved by the SHA.
- 12.8 AFDO will maintain procedures for replacing lost training certificates that were previously issued. A procedure for obtaining a replacement certificate can be found at the AFDO website at: <http://www.afdo.org/seafoodhaccp>.

13.0 RESPONSIBILITIES

Responsibilities are listed in most probable sequence of events for a domestic Basic HACCP, Segment Two, or SCP training course.

1. One of the course applicants must be a Supervisory Trainer. The Supervisory Trainer will complete and submit a Domestic Course Registration Form (Appendix IV) to the AFDO headquarter office by email or other means. The application must be accompanied by the planned course agenda.
Applications should be submitted at least 20 calendar days prior to the course date to ensure adequate time for approval. Applications must be approved prior to the start of the course in order for a Certificate of Course Completion to be issued.

2. The AFDO headquarter office forwards the application to 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 applicant.
3. If the course is approved, the AFDO office sends an approval email along with an AFDO registration packet to the Supervisory Trainer. The applicant 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). The approved course is then posted on the available SHA/AFDO website by AFDO if the course is open to the public.
4. The training is conducted on the date and the location provided on the application. Any changes to the information must be reported to the AFDO office as soon as possible for approval. The Supervisory Trainer must be present for the duration of the training session. Participants must attend all of the training in order to receive a Course Completion Certificate. When the course is completed, the original applicant/Supervisory Trainer must forward the SHA/AFDO Course Completion Report (Excel Spreadsheet) 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. For Segment Two courses, the Supervisory Trainer must collect a copy of the Segment One course completion email or a copy of their previously issued SHA/AFDO Course Completion Certificate from each student and submit a copy to AFDO along with the Course Completion Report.
5. After the training is completed, the Certificate fees are forwarded to AFDO with the course completion report. The Supervisory Trainer must also send each student's original Student Information Form which is completed at the beginning of the Basic HACCP, Segment Two, or SCP course.
6. The AFDO office will record the student graduates in the SHA Database and prepare the students' Certificate of Course Completion. The completed Certificate will be emailed to the email address provided by the student on the Student Information Form. If no email is provided, the Certificate of Course Completion will be mailed to the mailing address provided on the Student Information Form. **International student certificates will be sent 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 Cornell Internet Training course prior to being eligible to participate in a SHA/AFDO Segment Two training course and receive an SHA/AFDO/Certificate of Course Completion. Supervisory Trainers for Segment Two training courses 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. If participants do not have a hard copy of the FDA Hazards Guide during the course, they must be able to access the Guide electronically (<https://www.fda.gov/downloads/Food/GuidanceRegulation/UCM251970.pdf>).

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

NOTE: The agenda below provides guidelines for time per topic. The standard agenda must be a minimum 16 contact hours. Supervisory Trainers must submit a course agenda with their Domestic or International Course Registration Form. When submitting the agenda with the course application, provide actual proposed times and show that the course is a minimum of 16 contact hours.

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. Instructors may also elect to supplement information in Chapter 3 (Seafood Safety Hazards) with additional seafood-specific hazards unique to the audience, product types, or region.

Day 1

15-20 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

30-60 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

60-75 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)

15-30 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

30-60 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’

Optional – Conduct Practical Exercise of Hazard Analysis Here

Day 2

45-60 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

45-60 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

45-60 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

45-60 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

45-60 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

Optional – Conduct Practical Exercise of HACCP Plan Development here

Day 3

90-120 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

30-60 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/>

180-240 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, and concluding with 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: SEGMENT TWO HACCP COURSE **(6.5 Contact Hours minimum with the use of FDA Hazards Guide)**

The optional Cornell 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. To receive an AFDO “Certificate of Course Completion,” students who have completed the Segment One Cornell Internet Course must then complete their training by attending a “face-to-face” (classroom format) training course called Segment Two. The following Segment Two course format and agenda involves 6.5 Contact Hours. Individuals who previously attended a SHA/AFDO training course and want to attend a Segment Two course as a refresher or to demonstrate that they have been updated or re-trained must present a copy of their previous SHA/AFDO certificate to the Supervisory Instructor which is then forwarded to AFDO instead of a Segment One course completion email.

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

must meet the requirements as outlined in the Protocol, Appendix I, II and III. **Assure all topics are covered, and minimum contact times are met.** Be advised the protocol and training manuals provide example agendas that may include a range of times. You will need to **PROVIDE ACTUAL PROPOSED TIMES AND SHOW THAT THE COUSE IS A MINIMUM OF 16 CONTACT HOURS (HACCP) or 6.5 CONTACT HOURS (SCP AND SEGMENT II).** NOTE: 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. TRAINING MATERIALS:

I certify that all training materials, including guides/manuals, slide sets, and training models used are the latest versions approved SHA/AFDO Training Materials as outlined by the protocol.

YES NO

If NO, please explain: _____

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) **\$70** for the SHA HACCP Manual & FDA Hazard Guide or **\$35** for the SCP training manuals
- c) **\$25** 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

8. MISCELLANEOUS INFORMATION: For open courses only – please specify any additional information you would like to be included when the course is posted to the Upcoming Courses on the AFDO website (i.e. registration website, any cost differences, registration deadline, etc.).

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 fees.

Name: _____ **Date:** _____

minimum contact hours you will need to justify your decision in writing before approval can be considered.

5. TRAINING MATERIALS.

I certify that all training materials, including guides/manuals, slide sets, and training models used are the latest versions approved SHA/AFDO Training Materials as outlined by the protocol.

YES NO

If NO, please explain: _____

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

Registration fee must include:

- d) **\$50** per HACCP student, or **\$40** per SCP student to AFDO for recording and preparing the AFDO Certificates of Course Completion
- e) **\$70** for the SHA HACCP Manual & FDA Hazard Guide or **\$35** for the SCP training manuals
- f) **\$100** shipping fee for the Certificates of Course Completion

*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

7. Miscellaneous Information: For open courses only – please specify any additional information you would like to be included when the course is posted to the Upcoming Courses list on the AFDO website (i.e. registration website, any cost differences, etc.).

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 since 2011 ? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Certificate # (To be Completed by AFDO):</i> If no, have you completed the online Cornell Segment 1 course since 2011? <input type="checkbox"/> Yes <input type="checkbox"/> No Have you completed the SHA/AFDO Segment Two Course since 2011 ? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Certificate # (Completed by AFDO):</i> Have you completed the SHA/AFDO SCP Course? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Certificate # (To be Completed by AFDO):</i> Have you complete the NOAA Seafood HACCP Course since 2011 ? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please attach a copy of Certificate</i> <i>The above training must have been completed since the most recent major revision (currently 2011). Participants who have completed training prior to 2011 must again complete the Cornell Segment 1 plus Segment Two HACCP course; a 16 contact hour Basic HACCP course; or a HACCP course provided by the US Department of Commerce/NOAA-Seafood Inspection Program since 2011.</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>			
	Name	Email	Phone #
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>			
Signature			Date

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

- 30-40 minutes Welcome and Introductions to the SHA Training Materials
Orientation to SHA/AFDO and Chapter 1 SHA Course and HACCP
- 30-40 minutes Teaching Adult Learners
- 15 Minutes Chapter 1 – Introduction to HACCP
- 75 minutes Seafood HACCP and Related Regulations

Break
- 30 minutes Chapter 2 Pre-Requisite Programs and Sanitation Control Procedures
- 30 minutes Chapter 3 Seafood Safety Hazards
- 30 minutes Chapter 4 Seafood Safety Hazards

Lunch Break
- 15-30 minutes Chapter 4 Preliminary Steps
- 90 minutes Chapter 5 Hazard Analysis

Break (15 minutes)
- 30 minutes Chapter 6 Determine Critical Control Points
- 30 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

15-20 minutes Chapter 13 HACCP Training Resources

20-30 minutes SHA/AFDO Protocol for Approved Courses

15-20 minutes Teaching 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)

Part 117 GMP Training and Record Keeping Requirements