

FD312 Special Processes at Retail May 16-20, 2022 Course Announcement Virtual
Instructor Led Training
FORM-001241

FROM: Melanie Boney
SENT: September 3, 2021
To: ORA HQ OTED Course Distribution List
Cc: ORA OSCP Distribution List
Subject: COURSE ANNOUNCEMENT FD312 Special Processes at Retail May 16-20, 2022

DATE: September 3, 2021

FROM: Melanie Boney
Training Officer, Office of Training Education and Development (HFC-60)

Course Location

Course will be held via Zoom

- Course link information will be provided to students granted attendance

Student Registration Information

The excel spreadsheet is no longer being used. Include a valid physical address for shipping of course materials which will be sent prior to the start of the course (no PO Boxes). This is the address you will be working at during this course and may be your home address. Please submit the student Registration Information form (provided separately) as a PDF attachment no later than 60 days to course start date via e-mail to: ORA-OTED-Retail@fda.hhs.gov

Course Delivery Times: 5 days Monday – Friday starting daily at 10AM EST (includes a 30 minute lunch)

Monday	May 16-20, 2022 @ 10 AM EST
Friday	May 20, 2022 @ 4:30PM EST

FD312 Special Processes at Retail

Course Description: This 5 day virtual course explores the specific types of food processing in retail food establishments which are required by the FDA Food Code to have a variance and mandatory HACCP plan. Topics will include:

1. Smoking
2. Curing
3. Use of Food Additives
4. Reduced Oxygen Packaging
5. Live Molluscan Shellfish Tanks
6. Sprouted Seeds
7. Processing and Packaging Juice
8. Custom Processing of Animals
9. Any other process determined by a Regulatory Authority to require a variance/HACCP plan

The course will focus on the microbiology of these various forms of food processing at retail, specific concerns for each process, and necessary controls for the hazards associated with each process. Particular emphasis will be placed on reduced oxygen packaging (ROP) in retail settings. The course will include practical evaluation of various food samples, verification and validation of HACCP plans, and approaches to conducting inspections.

Objectives: Upon Completion of this course, participants will be able to:

1. Participants will be able to describe key terms related to special processes conducted at retail and food service establishments. They will be able to utilize a risk-based approach to identify potentially hazardous foods (time/temperature control for safety foods) prepared using a special process. Participants will be able to identify special processes requiring a HACCP system and variance.

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2. Participants will be able to describe the ROP requirements for TCS food in the FDA Food Code and conduct a validation and field verification of a HACCP system for a hypothetical ROP food in a retail or food service establishment.
3. Participants will be able to identify factors affecting the food safety of molluscan shellfish stored or displayed in life support tanks and ensure that recommendations are met, and appropriate controls are in place to ensure safety.
4. Participants will be able to describe the juice process and identify food safety hazards related to juice packaged in retail and food service establishments and ensure that appropriate controls are in place to ensure safety.
5. Participants will be able to identify food safety hazards related to custom processing of meat for personal use to ensure that appropriate controls are in place to ensure safety.
6. Participants will be able to describe the provisions for TCS food in the FDA Food Code related to the curing, smoking and drying of fish in retail and food service establishments. Participants will conduct a field verification of a HACCP plan for a hypothetical smoking scenario in a retail food establishment.
7. Participants will be able to describe key concepts related to the curing and smoking of meat and poultry at retail and in food establishments. They will be able to identify the Food Code recommendations for producing these foods.
8. Participants will be able to describe the recommendations for the validation and verification of a HACCP plan for a cured and smoked meat product.
9. Participants will be able to apply HACCP principles and their applications to juice inspections.
10. Participants will be able to describe key concepts related to the fermentation of food and fermentation of sausages at retail and in food establishments.
11. They will be able to identify FDA Food Code recommendations for producing these foods. Participants will be able to describe concepts for the validation and the verification of a HACCP plan.
12. Participants will be able to identify components or food additives that act as a method of preservation or render food a non-TCS food. They will be able to describe the process, hazards and controls related to using acids to preserve foods rather than to add flavor.
13. Participants will be able to identify components or food additives that act as a method of preservation or render food a non-TCS food. They will be able to describe the process, hazards and controls related to using acids to preserve foods rather than to add flavor.
14. Participants will be able to describe factors affecting the food safety of sprouting and evaluate appropriate control measures to ensure safety.
15. Participants will be able to determine their ability to recognize and evaluate special processes at retail compared to their knowledge at the beginning of this course and will complete a course post-assessment.

Target Audience: State and local regulators who focus on conducting inspections in retail food establishments (retail and food service settings) where these special forms of processing are performed on-site.

Link to class in Pathlore LMS:

<https://orauportal.fda.gov/stc/ORA/psciis.dll?CLASS=ORA&CODE=FD312>

Deadlines / Special Notices:

1. Please provide a copy of this announcement to each student as soon as they are selected
2. By 60 days prior to course start date forward all student names and registration information via e-mail to ORA-OTED-Retail@fda.hhs.gov.

Mandatory Technical Checks:

May 13, 2022 Time: TBD to make sure that students have required technology and capabilities to successfully participate and complete the course. Selected students will be provided additional information upon acceptance.

Confirmed participants will be provided additional information once accepted into the course.

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All participants will be required to display a valid government issued photo identification one-time during the technical check prior to the course or during the first day of the course.

SYSTEM REQUIREMENTS

This Virtual Instructor Led Training **requires** participants to have:

- Computer
 - macOS X with macOS 10.7 or later, **OR**
 - Windows 10, **OR**
 - Windows 8 or 8.1
- Internet connection – broadband wired or wireless (3G or 4G/LTE)
- Speakers and a microphone – USB plug-in or wireless Bluetooth, built-in
- Webcam or HD webcam - built-in or USB plug-in – your webcam will need to be on during the course

Strongly suggested:

- 2 screen set up (2 monitors)

SPECIAL NOTICES:

1.FDA is providing this course free of charge and registration fees are NOT required to attend.

2.OTED requires verification of participants' identities.

- All participants will be required to display a valid government issued photo identification one-time during the technical check prior to the course or during the first day of the course.

Authorized Travel Dates:

Travel is not authorized.

Points of Contact:

Students seeking information or assistance with this training course should contact in the following order:

- 1) Immediate Supervisor (first source of information and assistance)
- 2) Program/Division Administrative Officer (AO) (CGE, travel, and accounting code information)
- 3) Melanie Boney Training Officer (final POC if the PTO is unavailable)
FDA/Office of Training Education and Development
Office: 404-253-2308 xVOIP
E-mail: Melanie.Boney@fda.hhs.gov

Contact hours: 25 hours **CEU's** 2.5

Prerequisites and/or Pre-Course Work:

All participants must complete the prerequisite web course(s) PRIOR to enrolling in the course. Additional information will be provided upon acceptance into course.

Prerequisites are located on [Pathlore LMS](#).

- 1.Fermentation at Retail (FD8009W)
- 2.Curing, Smoking, Drying of Meat, Poultry and Fish and the Processing of Fermented Sausages (FD8005W)
- 3.Reduced Oxygen Packaging at Retail (FD8004W)
- 4.Juicing at Retail (FD8008W)
- 5.Shellfish Tanks at Retail (FD8007W)
- 6.Custom Processing of Meats at Retail (FD8006W)

Pre-read:

Read the NACMCF HACCP Principles and Application Guidelines,
<http://www.fda.gov/Food/GuidanceRegulation/HACCP/ucm2006801.htm>

Need a Pathlore account? Please fill out the [Pathlore Account Registration Form](#) and forward to Appsdesk@fda.hhs.gov

Not sure if you have a Pathlore account? Pathlore job aids can assist users to navigate this learning management system (LMS). The job aid will assist with signing on, establish a User ID and password,

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password reset, finding your Pathlore user name (if you do not recall having an existing account), searching the course catalog, printing a transcript, and additional support. "Pathlore Job Aid for State/Local/Tribal/Territorial" can be found [here](#).

Course Completion Requirements:

To successfully complete this course and receive a course certificate with Continuing Education Units (CEUs), each student will be required to:

1. Complete Pre-Course Work and/or Prerequisites
2. Be on time and attend the entire course
3. Attend the mandatory technical check
4. Participate in class discussions, exercises, workshops and presentations
5. Complete course assessment(s)

Slot Allocations:

Note: When submitting registrations for all Cooperative Program courses (retail, milk, and shellfish), **no more than 3 slots per course per agency will be permitted**. This will maximize access for all state, local, tribal, and territorial partners. Additional registrations submissions for any given agency will be placed on the waitlist and offered as course slots become available.

Students:

1. **60 days prior to the** complete the Student Registration Form (Attachment "A") and submit via e-mail, as a PDF attachment to: ORA-OTED-Retail@fda.hhs.gov

Special Needs:

FDA provides reasonable accommodations to employees with disabilities. If you need a reasonable accommodation for any part of the training process - due to medical conditions, physical limitations or particular learning challenges - please notify the training officer prior to the course. Reasonable accommodations will be granted on a case-by-case basis. For Voice TTY or other interpreting needs, please contact Interpreting Services at the following e-mail address: interpreting.services@oc.fda.gov.

/s/

Melanie Boney
Training Officer, OTED
404-253-2308 xVOIP