First Day - Tuesday, September 12

8:30 – 9:15 AM  **Orientation and Course Objectives** - Tori Stivers  
- Introduce instructors, books, agenda  

**Chapter 1 - Introduction to Alliance Course & HACCP**

9:15 – 10:00  **Chapter 12 – FDA’s Seafood HACCP Regulation** - Arlyss Jones  
- Format of the regulation; important definitions; key points  
- Interrelation of HACCP mandate with other directives

10:00 – 10:15  **Coffee break**

10:15 – 11:00  **Chapter 12 continued**

11:00 – 11:45  **Chapter 2 - Prerequisite Programs & Sanitation Control Procedures** - Krissa Jones  
- Sanitation & other programs needed prior to HACCP implementation  
- FDA’s eight key sanitation areas and relation to GMPs  
- Controlling sanitation outside of HACCP plan; SCP records

11:45 – 1:15 PM  **Lunch** (on your own; not provided)

1:15 – 1:45  **Chapter 4 – Preliminary Steps in Developing a HACCP Plan** - Patti Ross  
- Assembling a HACCP team; describing product, intended use, consumers  
- Developing process flow chart, process narrative  
- Introduce product description form; XYZ Seafood Co. example

1:45 – 2:30  **Chapter 3 – Seafood Safety Hazards** - Arlyss Jones  
- Biological hazards (types, concerns, controls)  
- Chemical hazards (same)  
- Physical hazards (same)

2:30 – 2:45  **Coffee/stretch break**

2:45 – 3:15  **Chapter 3 – Seafood Safety Hazards** continued
3:15 – 3:45  **Introduce FDA’s 2011 Hazards & Controls Guide** - Tori Stivers
- Organizational structure; format of hazards chapters
- Demonstrate how to use chapter 3 tables
- Use model examples to identify potential hazards & control measures

3:45 – 4:15  **Chapter 5. Principle 1 – Hazard Analysis** - Patti Ross
- Introduce hazard analysis worksheet
- Identify species- and process-related hazards using Guide Chapt 3 tables
- Determine/justify significant hazards; identify control measures
- Example of fresh Mahi-mahi fillets/XYZ Seafood Co.

4:15 – 4:30  **Coffee break**

4:30 – 5:45  **Chapter 5 continued**

**Second Day - Wednesday, September 13**

8:30 – 9:30  **Chapter 6. Principle 2 – Determine Critical Control Points** - Tori Stivers
- Definition and examples of critical control points (CCPs)
- Use of decision tree to identify CCPs
- Example using fresh Mahi-mahi/XYZ Seafood Co.

9:30 – 11:45  **Divide into Product Groups to Complete Hazard Analysis Worksheets**
(Facilitated by A. Jones, K. Jones, Ross, Singh, Stivers)

11:45 – 1 PM  **Lunch** (on your own; not provided)

1:00 – 2:00  **Chapter 7. Principle 3 – Establish Critical Limits** - Manpreet Singh
- Define critical limit (CL); determine CLs for a CCP
- Relationship between CLs and operating limits
- Introduce HACCP plan form
- Example using fresh Mahi-mahi/XYZ Seafood Co.

2:00 – 2:45  **Chapter 8. Principle 4 – Critical Control Point Monitoring** - Patti Ross
- Definition and purpose of CCP monitoring
- What, how, when, and who of monitoring; equipment
- Example using fresh Mahi-mahi/XYZ Seafood Co.

2:45 – 3:00  **Coffee break**

3:00 – 3:30  **Chapter 9. Principle 5 – Corrective Actions** - Tori Stivers
- Definition and components; predetermined corrective actions
- Mandatory documentation
- If/then examples; XYZ Seafood Co. corrective action examples
- Importance and types of records required for HACCP systems
- Distinguish HACCP and SSOP records and requirements
- Examples of records; review XYZ Seafood Co. records

4:30 – 4:45  Coffee/stretch break

- Definition, purpose, and types of verification procedures
- Frequency of verification procedures; establishing a schedule
- Example using XYZ Seafood Co.

Third Day - Thursday, September 14

8:30 – 11:30 AM  Group Work Session to Complete Hazard Analysis Worksheets and/or Develop HACCP Plans (A. Jones, K. Jones, Ross, Singh, Stivers)

11:30 – 1:00 PM  Lunch (on your own; not provided)

1:00 – 2:00  Group Work Session to Finish HACCP Plans & Prepare Presentations

2:00 – 4:30  Group Presentations of Hazard Analysis Results and HACCP Plans

4:30 – 5:00  Chapter 13 – Resources for Preparing HACCP Plans - Tori Stivers
- Personnel, publications, online resources, government agencies
- Chapter 2 in FDA’s Hazards & Controls Guide

5:00 – 5:30  Final Comments; Completion of Course Evaluation Forms

Course Instructors
Arlyss Jones, Investigator, U.S. Food & Drug Administration (FDA), Savannah
Krissa Jones, Manufactured Foods Manager, Georgia Dept. of Agriculture, Atlanta
Patti Ross, Consumer Safety Officer, Div. of Seafood Safety, CFSAN, FDA, College Park, MD
Manpreet Singh, Professor & Extension Food Safety Specialist, Univ. of GA, Athens, GA
Tori Stivers, Seafood Specialist, Univ. of GA Marine Extension/GA Sea Grant, Peachtree City