First Day - Tuesday, October 19

8:30 – 9:15 AM  **Orientation and Course Objectives** - Tori Stivers*  
- Introduce instructors, books, agenda  
  **Chapter 1 - Introduction to Alliance Course & HACCP**

9:15 – 10:15  **Chapter 2 - Prerequisite Programs & Sanitation Control Procedures (SCPs)** – Manpreet Singh*  
- Programs needed prior to HACCP implementation  
- Relationship between GMPs, SCPs, and HACCP  
- Requirements for eight key sanitation areas; SCP examples

10:15 – 10:30  **Coffee/stretch break**

10:30 – 11:45  **Chapter 3 – Seafood Safety Hazards** – Sandy Shepherd*  
- Species-related and process-related hazards  
- Types of pathogens: bacteria, viruses, parasites  
- Harvest area hazards: natural and chemical toxins, aquaculture drugs  
- Process-related hazards: food additives and allergens, physical hazards

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

1:15 – 1:45  **Chapter 4 – Preliminary Steps in Developing a HACCP Plan** – Bryan Fluech*  
- Assemble a HACCP team; describe product, intended use, & consumers  
- Develop accurate process flow chart & processing description  
- Introduce product description form & XYZ Seafood Co. example

1:45 – 2:15  **Introduction to FDA’s 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

2:15 – 2:30  **Coffee/stretch break**
Chapter 5. Principle 1 – Hazard Analysis – Tori Stivers
- Introduce hazard analysis worksheet & process
- 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.

Coffee break

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.

Assignment of Students to Model Groups to Begin Hazard Analyses

Second Day - Wednesday, October 20

8:30 – 8:45 AM Instructions to Model Groups

8:45 – 10:30 Divide into Product Groups to Complete Hazard Analysis Worksheets
Facilitated by Fluech, Shepherd, Singh, Stivers

Chapter 7. Principle 3 – Establish Critical Limits - Manpreet Singh*
- Define critical limit (CL); determine CLs for a CCP
- Introduce HACCP plan form, operating limits
- Explain control strategy options in Hazards Guide chapters & select CLs
- Example using fresh Mahi-mahi fillets/XYZ Seafood Co.

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

1:00 – 1:45 Chapter 8. Principle 4 – Critical Control Point Monitoring – Sandy Shepherd
- Definition and purpose of CCP monitoring
- Four elements of monitoring procedures; using Guide
- Example using fresh Mahi-mahi/XYZ Seafood Co.

1:45 – 2:30 Chapter 9. Principle 5 – Corrective Actions - Tori Stivers
- Definition and components; need for predetermined corrective actions (CAs)
- Mandatory documentation; using Guide to identify CAs
- If/then examples; XYZ Seafood Co. CA examples

2:30 – 2:45 Coffee/stretch break

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

3:45 – 4:45  **Chapter 11. Principle 7 – Record-Keeping Procedures** – Bryan Fluech
- Importance and types of records required for HACCP systems
- Distinguish HACCP and SSOP records and requirements
- Examples of records; review XYZ Seafood Co. records

4:45 – 5:00  **Coffee/stretch break**

5:00 – 5:30  **Work on HACCP Plans in Model Groups**

**Last Day - Thursday, October 21**

8:30 – 10 AM  **Chapter 12 – The Seafood HACCP Regulation** – Sandy Shepherd
- Format, definition, requirements

10 – 10:15 AM  **Coffee/stretch break**

10:15–10:45 AM  **Resources for Preparing HACCP Plans** - Tori Stivers
- Personnel, publications, online resources, government agencies
- Chapter 2 in FDA’s Hazards & Controls Guide

10:45 – 11:30  **Group Work Session to Complete Hazard Analysis Worksheets and/or Develop HACCP Plans** (Fluech, Ross, Shepherd, Singh, Stivers)

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

1:00 – 2:45  **Group Work Session to Finish HACCP Plans & Prepare Presentations**

2:45 – 5:00  **Group Presentations of Hazard Analysis Results and HACCP Plans**

5:00 – 5:30  **Final Q & A, Comments; Completion of Course Evaluation Forms**

**Course Instructors**

Bryan Fluech, Associate Director, UGA Marine Extension and GA Sea Grant, Brunswick
Sandy Shepherd, Good Shepherd Consulting Services, Swainsboro
Manpreet Singh, Dept. Head, UGA Food Science & Technology, Athens
Tori Stivers, Seafood Specialist, UGA Marine Extension & GA Sea Grant, Peachtree City