



Office for Elementary, Middle, Secondary and Continuing Education  
Charles A. Szuberla, Jr., Coordinator  
School Operations & Management Services  
Child Nutrition Program Administration  
Room 55, Albany, NY 12234-0055  
(518) 474-3956  
[www.nysed.gov/cn/cnms/htm](http://www.nysed.gov/cn/cnms/htm)

September 2003

TO: School Food Service Directors/Managers

FROM: Frances N. O'Donnell, Coordinator

SUBJECT: Hazard Analysis Critical Control Points (HACCP) Training

The New York State Education Department (NYSED) will sponsor a daylong (9:00 a.m. to 4:30 p.m.) HACCP training session for school food service professionals October 15, 2003. The training will be held at the Genesee Valley BOCES, Batavia Campus in Batavia, New York. The objective of this training session is to enhance the knowledge base of school food service personnel to prepare and serve safe school meals to our State's children at breakfast and lunch.

This professional development opportunity is based on the program "HACCP for Child Nutrition Programs: Building on the Basics" developed by the National Food Service Management Institute located at the University of Mississippi. It was designed specifically to meet the needs of school food service professionals, such as directors and cook managers interested in developing a HACCP program for implementation in their school. The HACCP concept will be examined through discussion as well as activities designed to offer participants the skills needed to develop a HACCP plan in schools. Upon completion of the full day training session, participants will receive a certification of accomplishment.

#### *What exactly is HACCP?*

HACCP is an acronym for Hazard Analysis Critical Control Points, a food safety system that focuses on food. The underlying goal of a HACCP system is to prevent food safety problems from happening by identifying and controlling possible hazards that can contaminate food as it flows through a facility. The goal of this training session is to provide attendees with the tools needed to develop and implement a successful HACCP program in your facility, therefore increasing the level of safety and well being of your students.

This training session is not an introductory course in food service sanitation. Rather, it will specialize in the HACCP system, building on previous knowledge experience and interest. All participants should have a working knowledge of sanitation, food safety and food-borne illness. It is preferable, but not required, that attendees have completed SED's 10-hour food service sanitation course.

Travel directions are attached. Those interested may register by calling **or** faxing the registration form to Joan Gaczewski, our contact person. Since seating is limited, a maximum of two participants per district will be accommodated. Confirmations will be done on a first-come/first-served basis. If you have any questions about the meetings, please call Joan Gaczewski as soon as possible.

For planning purposes, if you cannot attend this year and are interested in the HACCP training, please indicate your preference for an area of the State on the registration form.

These sessions will be conducted at a facility, which will to the greatest extent possible, meet the accessibility needs of individuals with disabilities. In addition, if special accommodations such as interpreters, large print or Braille materials are needed, please notify Joan Gaczewski.

Lunch and snacks will not be provided. We suggest you bring a snack or refreshment, if desired. Lunch may be purchased at area restaurants.

Attachments

# HACCP TRAINING LOCATION

## ***Genesee Valley BOCES*** ***Batavia Campus***

Wednesday, October 15, 2003

9:00 a.m. – 4:30 p.m.

Career and Technical Center Building  
A  
8250 State Street Road  
Batavia, NY 14020

***Contact: Joan Gaczewski***  
***716-821-7350***  
***716-821-7357 (fax)***

### ***Directions:***

**From the Thruway (Exit 48)...take a left at the traffic light after the toll gate; take the next left at stop light onto Richmond Avenue; turn left at the next traffic light onto State Street; BOCES is on the left across from the Batavia High School.**

**From West to East on Route 5...turn left at the intersection of Routes 5 & 98; turn right at light onto Richmond Avenue; turn left at the next traffic light onto State Street; BOCES is on the left across from the Batavia High School.**

**From East to West on Route 5...after the YMCA building on the right, turn right at the next light (Bank Street); turn left at the next traffic light (Washington Avenue); go to the next four way stop and turn right onto State Street; BOCES is on the left across from the Batavia High School.**

---

