



Office for Elementary, Middle, Secondary and Continuing Education  
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[www.nysed.gov/cn/cnms/htm](http://www.nysed.gov/cn/cnms/htm)

January 2004

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 March 25, 2004. The training will be held at Watertown City School District Office, 376 Butterfield Avenue, Watertown, 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 Dee Krawczyk, our contact person. Since seating is limited, a

maximum of two participants per school food authority will be accommodated. Confirmations will be done on a first-come/first-served basis. If you have any questions about the meetings, please call Dee Krawczyk 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 Dee Krawczyk.

The Watertown Food Service Department will provide a light snack. Lunch may be purchased at area restaurants.

Attachments

# HACCP TRAINING LOCATION

## *Watertown City School District*

Thursday, March 25, 2004

9:00 a.m. – 4:30 p.m.

District Offices  
376 Butterfield Avenue  
Watertown, NY 13601

Contact: Dee Krawczyk  
518-474-3956  
518-473-0018

### ***Directions:***

**FROM THE NORTH:** Take 81 South to Coffeen Street, Exit 46. At the stoplight turn left onto Coffeen Street. At the 7<sup>th</sup> light turn right onto Massey Street. Go to the next stop light and turn left onto Arsenal Street. (This corner will have a Church, Mobil Station and Eckerds Drug Store.) Go to the next light and turn right onto Sherman Street. Continue on Sherman Street through one stoplight and then six stop signs. Just past that stop sign, on the right, you will see Butterfield Avenue. Go to the end of the street, the building is on the right.

**FROM THE SOUTH:** Take 81 North to Arsenal Street, Exit 45. Turn right onto Arsenal Street. Not counting the light you are at, go to the 7<sup>th</sup> stoplight and turn right onto Sherman Street. Continue on Sherman Street through one stoplight and then six stop signs. Just past that stop sign, on the right, you will see Butterfield Avenue. Go to the end of the street, the building is on the right.

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# HACCP MEETING REGISTRATION FORM

## MARCH 25, 2004



Meeting Site  
Watertown City School District  
District Office  
376 Butterfield Avenue  
Watertown, NY 13601

Registration Form  
Call or Fax Dee Krawczyk  
Phone 518-474-3956  
Fax 518-473-0018

**Please complete the following information:**

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Name of School District or Facility

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Phone Number

Fax Number

**Also:**

Names and Titles of all attendees:

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Name

Title

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Name

Title

Please call or fax registration form if you plan to attend to Dee Krawczyk:

or phone 518-474-3956  
fax 518-473-0018

I am not able to attend but would attend a session at another time in the

\_\_\_\_\_ area.