



Office for Elementary, Middle, Secondary and Continuing Education  
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Child Nutrition Program Administration  
Room 55, Albany, NY 12234-0055  
(518) 474-3956

October 2002

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 two, daylong (8:30 a.m. to 4:30 p.m.) HACCP training sessions for school food service professionals in November of 2002. One session will be held in Rockland County and one session in the Syracuse area. 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.

A listing of the meeting sites and travel directions is attached. Those interested may register by calling or faxing the registration form to the contact person listed at the site they plan to attend. 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 the contact person 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 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 the contact person.

Lunch and snacks will not be provided, however at the Rockland County site, lunch will be prepared specifically for HACCP participants and may be purchased for \$4.00. At the North Syracuse site, lunch may be obtained at a restaurant in the vicinity of the workshop. We suggest you bring a snack or refreshment, if desired.

Attachments

# HACCP TRAINING LOCATIONS

## Rockland County Area

Tuesday, November 5, 2002

8:30 a.m. – 9:00 a.m. Registration

9:00 a.m. – 4:30 p.m.

North Rockland High School

106 Hammond Road

Theills, NY 10984-0491

**Contact: Dee Krawczyk**

**518-474-3956**

**518-473-0018(fax)**

### **Directions:**

From NYS Thruway going south: Exit 16. After toll follow signs for Route 6 East. Take Route 6 to Palisades Parkway South to exit 14. Turn left onto Willow Grove Road. One and ½ miles to stop sign at Hammond Road. Turn right, school is on the left. The Annex Cafeteria is at the north end of the schools (farthest from the entrance).

From NYS Thruway going north: Exit 11 for Palisades Parkway North towards Bear Mountain, to exit 14. Turn right onto Willow Grove Road. One and ½ miles to stop sign at Hammond Road. Turn right, school is on the left. The Annex Cafeteria is at the north end of the schools (farthest from the entrance).

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## Syracuse Area

Thursday, November 7, 2002

8:30 a.m. – 9:00 a.m. Registration

9:00 a.m. – 4:30 p.m.

North Syracuse CSD Offices

Cafeteria

5355 West Taft Road

North Syracuse, NY 13221

**Contact: Pat Minnoe**

**315-476-3425**

**315-476-4339 (fax)**

### **Directions:**

From the north: Take Route 81 south to Exit 28 and turn right onto Taft Road. Proceed on Taft Road to the fourth traffic light. Turn right at the North Syracuse Junior High School entrance. The District Offices are in the first building on the left.

From the south: Take Route 81 north to Exit 28 and turn left onto Taft Road. Proceed on Taft Road to the fifth light. Turn at the North Syracuse Junior High School entrance. The District Offices are in the first building on the left.

From the NYS Thruway: Take Exit 36 (Route 81) and follow directions for "From the south".

# HACCP MEETING REGISTRATION FORM AUTUMN 2002



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Name of School District or Facility

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Phone Number Fax Number

**Please complete the following information:**

Names and Titles of all attendees:

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Name Title

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Name Title

**Please indicate the meeting you will be attending (please check one):**

\_\_\_\_\_ Rockland County Area Meeting (11/5/02) phone 518-474-3956  
Contact Person: Dee Krawczyk or fax 518-473-0018

\_\_\_\_\_ Syracuse Area (11/7/02) phone 315-476-3425  
Contact Person: Pat Minnoe or fax 315-476-4339

I am not able to attend but would attend a session next year in the \_\_\_\_\_area.

**Please call or fax registration form to contact person listed for the meeting you plan on attending.**