



THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK / ALBANY,
NY 12234

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

January 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 three daylong (8:00 a.m. to 4:30 p.m.) HACCP training sessions for school food service professionals in April of 2002. One session will be held in the Buffalo region and two separate sessions are planned for the Albany 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, 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. Seating is limited; confirmations will be done on a first-come/first-served basis. If you have any questions about the meetings, please call the contact person.

We are piloting the HACCP training this year. If there is interest, we will offer the program in other areas of the State next year. 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, lunch can be obtained at a cafeteria or restaurant in the vicinity of the workshop. We suggest you bring a snack or refreshment, if desired.

BUFFALO AREA

Wednesday, April 17, 2002

8:00 a.m. – 8:15 a.m. - Registration
8:15 a.m. – 4:30 p.m. – Meeting

Erie 1 BOCES
Conference Room A
355 Harlem Road
West Seneca, NY 14224-1892
Contact: Joan Gaczewski
(716) 821-7350 / (716) 821-7357 (fax)

Directions:

From the North: Take I-290 (Youngman) to I-90 (NYS Thruway) to Exit 54 (Rt. 400 Aurora Expressway) to Seneca Street Exit. Turn right on Seneca Street; then turn right on Harlem Road.

From the Northeast: I-90 (NYS Thruway) to Exit 54 (Rt. 400 Aurora Expressway) to Seneca Street Exit. Turn right on Seneca Street; then turn right on Harlem Road.

From the Southeast: Take Rt. 400 (Aurora Expressway) to Rt. 240 (Harlem Road). Left from Clinton onto Harlem Road.

From the South: Take I-90 (NYS Thruway) to Exit 54 (Rt. 400 Aurora Expressway) to Seneca Street Exit. Turn right on Seneca Street; then turn right on Harlem Road.

Please note that there are two different meeting dates for the Albany area.

ALBANY AREA

Tuesday, April 23, 2002

8:00 a.m. – 8:15 a.m. - Registration
8:15 p.m. – 4:30 p.m. - Meeting

Child Nutrition Program Administration
Conference Room
119 Washington Avenue
Albany, NY
Contact: Dee Krawczyk
(518) 474-3956 / (518) 473-0018 (fax)

Wednesday, April 24, 2002

8:00 a.m. – 8:15 a.m. - Registration
8:15 p.m. – 4:30 p.m. - Meeting

Child Nutrition Program Administration
Conference Room
119 Washington Avenue
Albany, NY
Contact: Dee Krawczyk
(518) 474-3956 / (518) 473-0018 (fax)

Directions:

Traveling from the North: Take the Northway (I-87) south to exit 1E (I-90). Take I-90 east (towards Albany) to the Route 787 South exit (approximately 15 minutes).

Take the Empire State Plaza Exit from 787. Follow the signs to the "Empire State Plaza" (you will have to bear right after the off-ramp). You will see the Plaza in front of you and will drive under it. Follow the sign to "Visitor's Parking." Park your car here. *

Get onto an elevator and go to the Concourse Level (marked CC on the elevator buttons). Walk towards the Capitol. Take the escalator up and walk outside onto Washington Avenue. Cross Washington Avenue at the light, then walk up Washington, cross Swan Street and the building is located in the next block. The office is on the 1st floor.

From the South: Take the New York State Thruway North to Exit 24. Take I-90 East (towards Albany) to the Route 787 South exit (approximately 15 minutes).

Take the Empire State Plaza Exit from 787. Follow the signs to the "Empire State Plaza" (you will have to bear right after the off-ramp). You will see the Plaza in front of you and will drive under it. Follow the sign to "Visitor's Parking." Park your car here. *

Get onto an elevator and go to the Concourse Level (marked CC on the elevator buttons). Walk towards the Capitol. Take the escalator up and walk outside onto Washington Avenue. Cross Washington Avenue at the light, then walk up Washington, cross Swan Street and the building is located in the next block. The office is on the 1st floor.

From the East: Take I-90 west to Albany. Take the Route 787 South exit (approximately 15 minutes). Take the Empire State Plaza Exit from 787. Follow the signs to the "Empire State Plaza" (you will have to bear right after the off-ramp). You will see the Plaza in front of you and will drive under it. Follow the sign to "Visitor's Parking." Park your car here. *

Get onto an elevator and go to the Concourse Level (marked CC on the elevator buttons). Walk towards the Capitol. Take the escalator up and walk outside onto Washington Avenue. Cross Washington Avenue at the light, then walk up Washington, cross Swan Street and the building is located in the next block. The office is on the 1st floor.

From the West: Take the New York State Thruway (I-87) east to Exit 24. Once through the toll booth, follow the signs for I-90 east to Albany. Take the Route 787 South exit (approximately 15 minutes).

Take the Empire State Plaza Exit from 787. Follow the signs to the "Empire State Plaza" (you will have to bear right after the off-ramp). You will see the Plaza in front of you and will drive under it. Follow the sign to "Visitor's Parking." Park your car here. *

Get on to an elevator and go to the Concourse Level (marked CC on the elevator buttons). Walk towards the Capitol. Take the escalator up and walk outside onto Washington Avenue. Cross Washington Avenue at the light, then walk up Washington, cross Swan Street and the building is located in the next block. The office is on the 1st floor.

Parking Information: Parking is at a premium in the City of Albany. There are a variety of parking lots: The lot at One Commerce Plaza (the building just above (west of) the State Education Building on Washington Avenue (same side), the lot behind the State Education Building at 55 Elk Street, and under the Empire State Plaza (directions are included here). There are also parking meters (quarters only). However, be aware that the meter patrols are eager to ticket your care if your time has run out. A map of the downtown Albany area is attached for reference.

* Vans are not allowed to park under the Empire State Plaza.

HACCP MEETING REGISTRATION FORM SPRING 2002



Name of School District or Facility

Phone Number

Please complete the following information:

Names and Titles of all attendees:

Name	Title

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

Buffalo Area Meeting (4/17/02)
Contact Person: Joan Gaczewski phone (716) 821-7350
or fax (716) 821-7357

Albany Area Meeting (4/23/02)
Contact Person: Dee Krawczyk phone (518) 474-3956
or fax (518) 473-0018

Albany Area Meeting (4/24/02)
Contact Person: Dee Krawczyk phone (518) 474-3956
or fax (518) 473-0018

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.**