



**Cornell University**  
**College of Agriculture**  
**and Life Sciences**

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**To:** Dairy Processors

November 10, 2010

**From:** Steve Murphy, Sr. Extension Associate  
Department of Food Science, Cornell University

**Re: HACCP Workshop for the Dairy Industry – the NCIMS Core Curriculum**  
**January 25-27, 2011 in Ithaca, NY**

Cornell University's Department of Food Science is offering an Advanced Hazard Analysis and Critical Control Point (HACCP) Workshop for the Dairy Industry, January 25-27, 2011 in Ithaca, N.Y. This workshop is designed to provide comprehensive instruction on the development of HACCP based food safety programs in dairy operations (e.g., pasteurized and aseptic dairy and juice beverages, cream/sour cream products, yogurt, cottage cheese, cheese, ice cream, butter and powder). For Grade "A" processors, this course will incorporate the core training requirements of the NCIMS Voluntary HACCP Program alternative for dairy plants, including the NCIMS HACCP training modules. FDA Juice HACCP compliance requirements and advanced HACCP topics will also be covered. Successful completion of this workshop will equip the attendee with the tools necessary to build a new or re-invigorate an outdated HACCP Program that should meet NCIMS HACCP and FDA Juice HACCP requirements. It should also serve as a foundation for the Global Food Safety Initiative's third party certification schemes such as SQF, BRC, IFS and FSSC 22000.

Primary instructors for the program will be Allen Saylor (Randolph and Associates, Inc., Vice-President of Food Safety, Technology and Regulatory Solutions; NCIMS HACCP Committee, SQF & BRC Technical Advisory Committees) and Steve Murphy (Milk Quality Improvement Program, Cornell University; NCIMS HACCP Committee). Additional guest instructors have been invited. A full agenda for the workshop is included in this mailing.

Preregistration is required. Enrollment is limited to 35 participants and will be on a first-come, first-serve basis. The registration fee is \$375.00 for the first registrant, with a sliding scale for each additional person per plant/company location. Materials, breaks and lunch are included. The registration form is attached. Be sure to complete all sections of the form and to mark the space if you need a parking permit (required if driving to campus). Please return your registration so it will arrive by the deadline of Monday January 10, 2011 to:

**Janene Lucia**  
**Dept. of Food Science**  
**172 Stocking Hall**  
**Cornell University**  
**Ithaca, NY 14853**

**Fax: 607-255-7619**

*Note: To ensure timely registration, if your payment checks take time to generate (e.g., from corporate), we advise that you send or fax the registration form with a note that the check will follow and how.*

Confirmation of registration and requested parking permits will be mailed on Thursday, January 13. A listing of area hotels is also attached; it is recommended that you make your reservations *asap*.

The course will be held in **B82 Morrison Hall on the Cornell University Campus in Ithaca, NY**. Please feel free to call Steve (607-255-2893) or Janene (607-255-2892) if you have further questions.

**- Hazard Analysis and Critical Control Point -**  
*Advanced HACCP for the Dairy Industry – the NCIMS Core Curriculum*

January 25-27, 2011

Cornell University, Department of Food Science

Program Outline

OVERVIEW:

This course, while based on the National Conference of Interstate Milk Shipments (NCIMS) Hazard Analysis and Critical Control Point (HACCP) Training Core Curriculum, is designed to provide a broad-based, practical approach to developing HACCP systems for dairy operations. It is targeted at those who need an introduction to HACCP as a comprehensive food safety system, but is designed to provide more advanced concepts. For those who have not had recent training stressing current HACCP concepts and requirements, this workshop should serve as an updated, detailed refresher and as a source of new ideas. The course will cover the core HACCP concepts as outlined in the *Hazard Analysis and Critical Control Point Principles and Application Guidelines* developed by the National Advisory Committee on Microbiological Criteria for Foods (NACMCF- adopted August 14, 1997) and the requirements of the NCIMS Voluntary HACCP Program as spelled out in Appendix K of the Pasteurized Milk Ordinance (PMO). The FDA Juice HACCP regulations that apply to operations bottling juice will also be covered. Throughout the course, specific examples will be provided and the participants will conduct practical team exercises designed to provide experience in the steps required to develop strong prerequisite programs and effective HACCP plans. The goal is that, through active participation, attendees will gain the knowledge and tools needed to build new or enhance existing HACCP programs and serve as effective members of the plant's HACCP team. The program for the two and a half day course follows.

INSTRUCTORS:

**Allen R. Saylor, Vice President of Food Safety, Technology & Regulatory Solutions**  
Randolph and Associates, Inc.

Allen R. Saylor joined Randolph and Associates, Inc. (RAI) as Vice President, Food Safety, Technology & Regulatory Solutions in August of 2010. Before moving to RAI he served as Vice President of Regulatory Affairs and International Standards for the International Dairy Foods Association (IDFA), where he coordinated their Dairy & Juice HACCP Task Forces. He was the editor and a contributor to the IDFA Dairy & Juice HACCP manuals, and had the role of lead instructor for the IDFA Advanced HACCP Workshops since 1998. His exposure to HACCP began while working at the Food & Drug Administration, where he attended domestic and international HACCP training and served as a national trainer for the Retail Food Code. He also completed the first draft of a model HACCP program for use by USDA's Dairy Grading Branch. Allen has been an active member the NCIMS HACCP Implementation Committee since 1997, and has been a key trainer for the NCIMS HACCP program.

**Steven C. Murphy, Sr. Extension Associate**  
Department of Food Science, Cornell University

Steve Murphy has an active training role in the Department's Milk Quality Improvement Program. He is directly involved in planning, organizing and implementing educational programs designed for all segments of the dairy industry and in developing written informational materials and peer-reviewed publications. Areas of expertise include dairy microbiology & safety; fluid milk quality and shelf-life; plant GMP and HACCP procedures; and regulatory testing under the NCIMS laboratory program. Steve is a member of the NCIMS HACCP Implementation Committee (HIC) and is chair of the HIC training sub-committee.

- **Hazard Analysis and Critical Control Point** -  
**Advanced HACCP for the Dairy Industry – the NCIMS Core Curriculum**  
*January 25-27, 2011*  
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Program

<u>Tuesday, January 25, 2011</u>	<u>Instructors</u>
8:00 am      Registration	
8:30 am      Welcome and Introductions – Course Objectives	S. Murphy/A. Sayler
9:00 am      HACCP Overview & Background - HACCP Defined - <i>The NACMCF Document</i> - HACCP in the Regulatory System – Dairy/Juice - HACCP Fact or Fiction; a Pre-Test	A. Sayler
9:45 am      Hazards in Dairy Foods – Why HACCP?	S. Murphy
10:30 am     BREAK	
10:45 am     HACCP Program – Preliminary Steps - Assemble Your Team - Describe Each Product, Its Use & Consumer Base - Create & Verifying a Flow Diagram	S. Murphy
11:30 am     Team Exercise – Product Description & Flow Diagram	Staff
12:15 pm     Lunch (provided)	
1:00 pm      Team Presentations – Product Description & Flow Diag.	Participants & Staff
1:45 pm      Prerequisites to HACCP – Supporting Programs - Prerequisite Programs (PP’s), “Required 8” & more - Sanitation Standard Operating Proc. (Juice SSOP’s) - Good Manufacturing Procedures (cGMP) - Monitoring PP’s and Records	S. Murphy/ A. Sayler
2:30 pm      Break	
2:45 pm      Prerequisites to HACCP (continued) - Review of Model Written PP’s - Finding/Preventing Weaknesses in PP/SSOP’s - GFSI Third Party Certification PP Requirements	A. Sayler
3:30 pm      Team Exercise/Presentations – Documentation of PP/SSOP’s	Staff
5:00 pm      Questions & Answers/ Adjourn	Staff

*This program meets the requirements of the NCIMS HACCP Core Curriculum,  
developed and supported by the NCIMS HACCP Implementation Committee*

**Practical HACCP for the Dairy Industry**  
**Program**  
 (Cont')

Wednesday, January 26, 2011

Instructor

8:15 am	Day 1 Overview; Questions & Answers	Staff
8:45 am	Hazard Analyses (HA) & Critical Control Points (CCP) - HA at Each Step of the Flow Diagram ( <i>Principle 1</i> ) - Defining “Reasonably Likely to Occur” & using prerequisites & other programs in the HA justification - Determining CCP’s ( <i>Principle 2</i> ) - Dairy hazard analysis models and the NCIMS <i>Hazards &amp; Control Guide for Dairy Foods HACCP</i>	S. Murphy
9:45 am	HA Tools – Matrixes and Decision Trees	A. Sayler
10:00 am	Break	
10:15 am	Team Exercise – HA & CCP Determinations	Staff
11:30 am	Team Presentation – HA & CCP Determinations	Participants & Staff
12:15 pm	Lunch	
1:15 pm	CCP’s – the “ <i>HACCP Plan Summary</i> ” - Establishing Critical Limits (CL) ( <i>Principle 3</i> ) - Establishing Monitoring Procedures ( <i>Principle 4</i> )	S. Murphy
1:45 pm	CCP’s – the “ <i>HACCP Plan Summary</i> ” - Corrective Actions for CL Deviations ( <i>Principle 5</i> ) - Record Keeping ( <i>Principle 7</i> )	A. Sayler
2:15 pm	CCP’s – the “ <i>HACCP Plan Summary</i> ” - NCIMS Pasteurization CCP Model, others models	S. Murphy
2:30 pm	Working Break/Team Exercise – “ <i>HACCP Plan Summary</i> ” - CCP’s, CL’s and Monitoring Procedures - Corrective Actions for CL Deviations - Record Keeping	Staff
3:30 pm	Team Presentations – “ <i>HACCP Plan Summary</i> ”	Participants & Staff
4:30 pm	Questions & Answers	Participants & Staff
5:00 pm	Adjourn (Optional HACCP Software Demonstration)	A. Sayler

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**Practical HACCP for the Dairy Industry**  
**Program**  
(Cont')

Thursday, January 27, 2011

Instructor

8:15 am	Review Days 1-2: Questions & Answers	Staff
8:45 am	Verification & Validation ( <i>Principle 6</i> ) - Comparisons of Terminology & Practice - Verification & Validation Schedules	A. Sayler
9:30 am	Group Exercise – Verification Plans	Staff
10:00 am	Break	
10:15 am	NCIMS HACCP Program Overview - Review of Appendix K Requirements - FDA Web Site – forms and information	S. Murphy
10:45 am	FDA Juice HACCP Regulations	A. Sayler
11:15 am	HACCP Auditing - Organization & Maintenance - Regulatory Audits under the NCIMS Program - Internal and External Audits	A. Sayler
11:45 am	HACCP Jeopardy	Staff
12:30 pm	Program Summary, Questions & Answers	Staff
1:00 pm	Adjourn – Class Certificates	Staff

INSTRUCTOR CONTACT INFORMATION:



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Randolph & Associates, Inc.  
Washington, DC Office

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