

# GOOD MANUFACTURING PRACTICES (cGMP) & HACCP WORKSHOP (DAY 1)

DATE: APRIL 24TH, 2012

INSTRUCTORS: NINA PARKINSON, MELISSA HUGHES & JERRY OLIVERAS

LOCATION: AEMTEK TRAINING ROOM, 46309 WARM SPRINGS BLVD., FREMONT, CA 94539

COST FOR cGMP ONLY: \$195 (INCLUDES ALL TRAINING MATERIALS AND CERTIFICATE OF COURSE COMPLETION)



**OVERVIEW:** In addition to being a U.S. regulation (21CFR110), the current Good Manufacturing Practices are globally accepted conditions that are followed to produce safe and wholesome foods. The regulation provides guidelines for preventing product adulteration. By establishing these as the foundation of their Prerequisite Programs, food processors are able to develop HACCP programs that are concise and manageable.

**OBJECTIVES:** This course will review 1) the current GMPs, 2) the progress on the FDA's revision of the regulation, 3) how cGMPs should be implemented, and 4) how they are useful in the development of HACCP programs. Upon successful completion of the cGMP course, participants will receive certificates of attendance. **The HACCP workshop will begin in the afternoon**, and the topics of biological, chemical and physical hazards and controls will be discussed. Refer to the next page for more information on HACCP.

**WHO SHOULD ATTEND:** Anyone starting up under HACCP, or those experienced processors who want a refresher course in cGMP basics. This includes managers and supervisors, QA/QC personnel, HACCP auditors, and government regulators.

<b>PART 1: GOOD MANUFACTURING PRACTICES (cGMPs)</b> <b>TUESDAY, APRIL 24TH, 2012 (8:00 AM—1:00 PM)</b>	
8:00—8:30 AM	Registration & Continental Breakfast
8:30—8:45 AM	Welcome, Introductions & Course Objectives
8:45—9:00 AM	History of Current GMPs
9:00—9:30 AM	Personnel/Employee Hygiene
9:30—10:00 AM	Buildings/Facilities & Equipment/ Utensils
10:00—10:15 AM	Coffee Break & Networking
10:15—11:00 AM	Production/Process Controls & Warehousing/Distribution
11:00—12:00 PM	Highlights of the Food Safety Modernization Act
12:00—1:00 PM	Lunch Break (On Your Own)

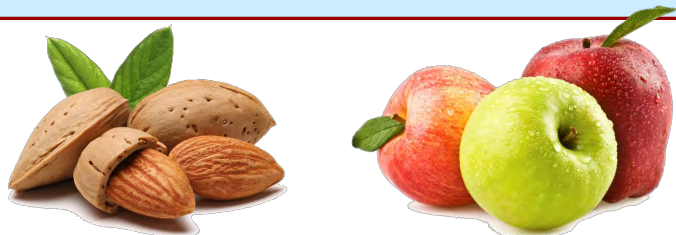
<b>PART 2: cGMPs CONTINUED &amp; HACCP (DAY 1)</b> <b>TUESDAY, APRIL 24TH, 2012 (1:00 PM—5:00 PM)</b>	
1:00—2:00 PM	Defect Action Levels & Documentation/Recordkeeping
2:00—2:30 PM	Other Prerequisite Programs
2:30—3:15 PM	Biological Hazards & Controls
3:15—3:30 PM	<b>Afternoon Refreshments &amp; Networking</b>
3:30—4:00 PM	Chemical Hazards & Controls
4:00—4:45 PM	Physical Hazards & Controls
4:45—5:00 PM	Questions/Answers & Adjourn

## ABOUT THE INSTRUCTORS (OTHER BIOS ON NEXT PAGE)

**Jerry Oliveras** is the President and Technical Director at AEMTEK, and has over 20 years of professional experience. He has worked in several environmental, food, and agricultural testing laboratories, and has experience in the fields of food and water microbiology, analytical chemistry, laboratory management, regulatory compliance, and chemical research. He is a recognized expert in food chemistry, microbiology, and technology with wide experience in troubleshooting industry problems. He has given numerous technical and media presentations, and is qualified as an expert witness for litigation. Jerry has worked for the California Department of Food and Agriculture Center for Analytical Chemistry, and the Milk and Dairy Foods Safety Branch. He was formerly the Laboratory Director and President of a respected commercial food laboratory in San Francisco. Jerry earned his Bachelor of Science degree in Biological Chemistry from The University of the Pacific and completed postgraduate course work in Synthetic Organic Chemistry at UOP as well. He is a member of numerous professional organizations, including AOAC International, American Chemical Society, Institute of Food Technologists, American Association of Cereal Chemists, American Oil Chemists Society, and AXE (the professional chemistry fraternity).

## FOUR EASY WAYS TO REGISTER!

- 1) **ONLINE:**  
<http://store.aemtek.com/training>
- 2) **PHONE:** 510-979-1979
- 3) **FAX:** 510-668-1980
- 4) **MAIL:** AEMTEK, INC., 46309 WARM SPRINGS BLVD., FREMONT, CA 94539



# HAZARD ANALYSIS & CRITICAL CONTROL POINT (HACCP) WORKSHOP



**DATES:** APRIL 24TH (AFTERNOON)—APRIL 26TH, 2012

**INSTRUCTOR:** NINA PARKINSON & MELISSA HUGHES

**LOCATION:** AEMTEK TRAINING ROOM, 46309 WARM SPRINGS BLVD., FREMONT, CA 94539

**COST FOR HACCP ONLY:** \$695 (INCLUDES ALL TRAINING MATERIALS AND CERTIFICATE OF COURSE COMPLETION)

**OVERVIEW:** HACCP is a globally accepted system for producing safe foods. The principles can be applied from ‘farm to fork’ in all types of food industries, and are based on the concept of identifying and evaluating hazards and identifying points in the process where control is vital to prevent or eliminate the hazards. In addition to being required by U.S. federal regulations for specific foods, this system is also being required by many customers, both domestically and internationally.

**OBJECTIVES:** This workshop is designed to explain the basic concepts in lectures which are followed by interactive small group exercises, whereby the participants learn to apply the principles to different types of food products. **This workshop is accredited and certificates of course completion will have the seal of the International HACCP Alliance.**

**WHO SHOULD ATTEND:** Anyone starting up under HACCP, or those experienced processors who want a refresher course in HACCP basics. This includes managers and supervisors, QA/QC personnel, HACCP auditors, and government regulators.

## HACCP—DAY 1

**TUESDAY, APRIL 24TH, 2012 (1:00 PM—5:00 PM)**

*Please refer to Page 1 of this handout.*

**Successful completion of HACCP workshop requires attendance to the afternoon session on the 24th, following the cGMP course.**

## HACCP—DAY 2

**WEDNESDAY, APRIL 25TH, 2012 (8:00 AM—5:00 PM)**

8:00—8:30 AM	Continental Breakfast
8:30—9:00 AM	Announcements & Course Objectives
9:00—12:00 PM	Overview of Food Safety & HACCP Principles, Prerequisites to HACCP/ Sanitation SOPs, Initial Tasks, HACCP
12:00—1:00 PM	Lunch Break (On Your Own)
1:00—5:00 PM	Working Groups/Reports (Principles #1 and #2)

## HACCP—DAY 3

**THURSDAY, APRIL 26TH, 2012 (8:00 AM—5:00 PM)**

8:00—8:15 AM	Continental Breakfast
8:15—12:00 PM	Critical Limits, Monitoring & Corrective Actions, Working Groups (Principles #3, #4 and #5)/Reports
12:00—1:00 PM	Lunch Break (On Your Own)
1:00—4:45 PM	Verification/Validation, Documentation/ Recordkeeping, Working Groups (Principles #6 and #7)/Reports, Implementation & Future of HACCP
4:45—5:00 PM	Questions/Comments & Conclusion of Workshop

## ABOUT THE INSTRUCTORS

**Nina Parkinson** is currently a food industry consultant. She was senior scientist at the Center for Technical Assistance for the National Food Processors Association (now GMA) in Dublin, CA. She is an expert in evaluating food safety issues, assessing the microbiological integrity of prepared foods and performing audits of food processing facilities. She has international experience in the development and evaluation of HACCP plans at a variety of facilities. She has taught courses on food microbiology, Good Manufacturing Practices, sanitation, Prerequisite Programs, HACCP, Better Process Control School and the Howard mold count procedure in both English and Spanish. She has also co-authored several chapters in food safety textbooks.

**Melissa Hughes** is the Director of Sales, Marketing & Training at AEMTEK. She earned a Master of Science degree in food science from Texas Tech University, with an emphasis in food microbiology. Melissa has given many technical presentations, has written several conference abstracts, is published in the Journal of Food Protection, and has experience in food safety consumer outreach. She is an active member of many professional organizations, including the International Association for Food Protection (IAFP), Institute of Food Technologists (IFT and NCIFT), American Society for Microbiology (ASM), and the Society for Applied Microbiology (SfAM). Melissa is also a Certified ServSafe Instructor and Proctor with the National Restaurant Association Educational Foundation.

For a more detailed HACCP workshop outline, please contact Melissa Hughes at (510) 979-1979, or send an e-mail to: [melissa.hughes@aemtek.com](mailto:melissa.hughes@aemtek.com)



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FREMONT, CA 94539

### IMPORTANT: COURSE PRE-REQUISITE INFORMATION

ALL ATTENDEES WHO ARE INTERESTED IN ENROLLING IN THE HACCP WORKSHOP MUST HAVE SUCCESSFULLY COMPLETED A CGMP COURSE FIRST. THIS CAN BE EITHER THE CGMP COURSE OFFERED AT AEMTEK ON APRIL 24TH, OR A SIMILAR CGMP COURSE OFFERED ELSEWHERE BY A REPUTABLE TRAINER.

For questions regarding registration, travel/hotel information, or other special requests, please contact Melissa Hughes at 510-979-1979 or e-mail her at [melissa.hughes@aemtek.com](mailto:melissa.hughes@aemtek.com).



## ATTENDEE REGISTRATION FORM

Fields marked with asterisk (\*) are required

### ATTENDEE INFORMATION (Please print. Use one form for each person attending.)

First Name*	M.I.	Last Name*
Title*		
Company*		
Business Address*		
City*	State*	Zip Code*
Business Phone*	Ext.	Business Fax
E-mail Address*		

### WORKSHOP(S) ATTENDING\* (Cost includes all training materials and certificate of course completion.)

- |  |  |                                      |
|--|--|--------------------------------------|
| <input type="checkbox"/> <b>Good Manufacturing Practices (cGMP) Course ONLY</b><br>Tuesday, April 24th, 2012   | <b>\$195.00</b>                              | <b>Total Amount Due*</b><br>\$ _____ |
| <input type="checkbox"/> <b>Hazard Analysis &amp; Critical Control Point (HACCP) Workshop ONLY</b><br>Tuesday, April 24th (afternoon)—Thursday, April 26th, 2012. <u>Please see note at the top of this page about HACCP course pre-requisite.</u> | <b>\$695.00</b>                              |                                      |
| <input type="checkbox"/> <b>Both HACCP Workshop &amp; cGMP Course</b><br>Tuesday, April 24th (all day)—Thursday, April 26th, 2012  | <b>\$800.00</b> <i>Best Deal! Save \$90!</i> |                                      |

### METHOD OF PAYMENT\*

- Check** (Please remit payment to AEMTEK)
- Visa**
- MasterCard**
- Discover**
- American Express**

I am authorized to sign this Attendee Registration form on behalf of attending company and/or individual, and I have read and understand the Registration form and agree to be bound by all of its terms and conditions.

Signature\* \_\_\_\_\_

Date\* \_\_\_\_\_

Credit Card #
Date of Expiration
CCV # (3-4 digit code located on front/back of card)
Name as it appears on credit card
Billing Street Address
Billing City and Zip Code

### TERMS & CONDITIONS

AEMTEK, Inc. reserves the right to determine eligibility of any company and/or individual to attend course, and reserves the right to reject or prohibit any company and/or individual, with or without giving cause. AEMTEK, Inc. also reserves the right to modify or cancel any training course or workshop. In the event of a cancellation, all attendees will be informed as soon as possible, and receive a full reimbursement of course fees only. Any refund requests received **at least 7 days** prior to the training course will be fully refunded, minus a processing fee. **No refunds will be issued if notice is given less than 7 days prior to course.** The attendee's registration may be transferred to a colleague with written notification.