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M-I-17-7

December 5, 2017

TO: Director, Office of State Cooperative Programs
Attn: All Staff, Division of Milk Safety

FROM: Milk and Milk Products Branch (HFS-316)

SUBJECT: FDA's Office Of Regulatory Affairs (ORA) Re-Organization And How It Will Affect The Scheduling Of Milk Seminars For The Re-Certification Of Milk Sanitation Rating Officers, Single-Service Consultants And Milk Laboratory Evaluation Officers And The Mandatory "Special Problems In Milk Protection" Course For Milk Sanitation Rating Officers

At the October 11-12, 2017 meeting of the National Conference on Interstate Milk Shipments (NCIMS) Executive Board held in St. Louis, MO, FDA was requested to issue a M-I providing information related to FDA's Office of Regulatory Affairs (ORA) re-organization and how it will affect milk seminars for the re-certification of milk sanitation rating officers (SROs), single-service consultants (SSCs) and milk laboratory evaluation officers (LEOs) and the mandatory "Special Problems in Milk Protection" course for SROs.

Effective May 15, 2017, FDA's ORA, the Office that FDA Milk Specialists (MSs) are a part of, implemented a re-organization of that Office. The State Cooperative Programs (milk, retail food and shellfish) are now located within the Office of State Cooperative Programs. Within the Grade "A" Milk Safety Program, the FDA MSs are assigned to three (3) Branches within the Division of Milk Safety. The Branches include the States that each individual FDA MS is currently assigned. The assignment of FDA MSs to certain Branches can be fluid in the future as new FDA MSs are hired, following the selection of Branch supervisors, work load and other factors. With this re-organization, ORA eliminated the traditional FDA Regions (Northeast, Southeast, Central, Southwest and Pacific) for State Cooperative Programs. Effectively, there are no longer "regions". However, States will continue to work with the FDA MS(s) that they have been working with in the past and in a few cases FDA MSs who have recently been assigned to your State. Also, there are references to "Regions", "Regional Office", "Regional Milk Specialist", etc. in NCIMS documents that will need to be corrected, hopefully through FDA's editorial license as granted in the *Procedures*.

REQUIRED ATTENDANCE AT MILK SEMINARS:

The 2015 *Procedures* cites the following:

In order to coordinate ratings and evaluation procedures and interpretations, PHS/FDA shall sponsor seminars annually or biennially for the milk rating and milk laboratory personnel in each of its regions. The content and agenda of the seminar shall be mutually concurred with by PHS/FDA MST and appropriate PHS/FDA Regional Milk Specialists. Each seminar shall be open to representatives of Regulatory/Rating Agencies, including SROs, LEOs and SSOs. Dairy industry personnel shall be permitted to attend appropriate sessions of such seminars. (Page 8)

Milk Sanitation Rating Officers (SROs)

To be re-certified, a certified SRO shall have during the three (3) year period attended at least one (1) PHS/FDA Regional Milk Seminar, attended at least one (1) training course, which includes the auditing of milk plant NCIMS HACCP Systems and NCIMS HACCP IMS listing, if applicable, and attended at least one (1) PHS/FDA training course on “Special Problems in Milk Protection” or other training judged by PHS/FDA to be equivalent and appropriate. (Page 25)

Single-Service Consultants (SSCs)

To be re-certified, a certified SSC during the three (3) year period shall also have certified/listed at least one (1) single-service containers and/or closures for milk and/or milk products manufacturer annually and attended at least one (1) PHS/FDA Regional Milk Seminar. (Page 29)

Milk Laboratory Evaluation Officers (LEOs)

Shall not fail, without cause, to attend the PHS/FDA Regional Milk Seminar, when offered, and, in addition, attended at least one (1) Milk Laboratory Evaluation Officer’s Workshop or other training courses judged by PHS/FDA LPET to be equivalent. (Page 28)

The 2015 *Evaluation of Milk Laboratories* (EML) cites the following:

The individual shall not fail, without cause, to attend an FDA Regional Milk Seminar. If a region holds an FDA Regional Milk Seminar, then LEOs in that region are obligated to attend. If another region holds their milk seminar in the same year, the LEO may opt to attend that regional milk seminar in lieu of attending the seminar held in their region and still meet the requirement. (Page 21)

Attendance at FY 2018 (October 1, 2017-September 30, 2018) Milk Seminar:

Since FDA ORA’s re-organization took place, the old Southeast and Northeast “Regions” held milk seminars in August and September 2017, respectively, and the old

Pacific/Southwest (PAC/SW) combined “Regions” has already finalized arrangements for a FY 2018 milk seminar to be held May 1-3, 2018 in Reno, NV.

The old Central “Region” has chosen **NOT** to have a milk seminar during FY 2018.

Milk Sanitation Rating Officers (SROs)

Please be aware that there is only one (1) milk seminar being held in FY 2018.

NOTE: If your SRO certification is to expire during FY 2018 (October 1, 2017-September 30, 2018) or FY 2019 (October 1, 2018-September 30, 2019) and you have not attended a milk seminar within the three (3) years prior to the expiration date of your current SRO certification you will need to attend the milk seminar being held May 1-3, 2018 in Reno, NV.

Please refer to the schedule for future milk seminars below for additional information.

Single-Service Consultants (SSCs)

Currently, all SSC’s certifications will expire November 15, 2018.

NOTE: If you have not attended a milk seminar since November 16, 2015 you will need to attend the milk seminar being held May 1-3, 2018 in Reno, NV.

Please refer to the schedule for future milk seminars below for additional information.

Milk Laboratory Evaluation Officers (LEOs)

Please be aware that there is only one (1) milk seminar being held in FY 2018. For LEOs from the old PAC/SW “Regions”, your attendance is still required and you are expected to attend the milk seminar held May 1-3, 2018 in Reno, NV.

Because the old Central “Region” will not be having a milk seminar during FY 2018 the LEOs in the old Central “Region” are not required or expected to attend a milk seminar during FY 2018. However, you may attend the milk seminar in Reno, NV if desired.

Please refer to the schedule for future milk seminars below for additional information.

Schedule for Future Milk Seminars

Beginning with FY 2020 (October 1, 2019-September 30, 2020) and every FY following the NCIMS Conference, which occurs during odd numbered FYs, FDA will be scheduling two (2) milk seminars per even numbered FY. One (1) for the Eastern States (East of the Mississippi River-twenty-seven (27) States plus Puerto Rico) held during the FY first quarter (October 1-December 31) and one (1) for the Western States (West of the Mississippi River-23 States) held during the FY third quarter (April 1-June 30). Even

though these are within one (1) FY, they cover two (2) calendar years for the Milk Program Cooperative Agreement (CA) funding purposes, which follows a calendar year. This process is expected to continue for the foreseeable future.

NOTE: There is nothing restricting a SRO, SSC or LEO from an Eastern State from attending a West milk seminar or visa-versa.

FY	SEMINAR	LOCATION	DATE	CY	CA-CY FUNDING
2017	NCIMS Conference	Grand Rapids, MI	May 12-17, 2017	2017	2017
2017	Old SE Region	Biloxi, MS	August 29-31, 2017	2017	2017
2017	Old NE Region	Syracuse, NY	September 19-21, 2017	2017	2017
2018	Old PAC/SW Regions	Reno, NV	May 1-3, 2018	2018	2018
2019	NCIMS Conference	St. Louis, MO	April 26-May 1, 2019	2019	2019
2020	EAST	??	October 1-December 31, 2019	2019	2019
2020	WEST	??	April 1-June 30, 2020	2020	2020
2021	NCIMS Conference	??	??	2021	2021
2022	EAST	??	October 1-December 31, 2021	2021	2021
2022	WEST	??	April 1-June 30, 2022	2022	2022

FY-Fiscal Year; CY-Calendar Year; and CA-Cooperative Agreement

REQUIRED ATTENDANCE AT “SPECIAL PROBLEMS IN MILK PROTECTION” COURSE:

The 2015 *Procedures* cites the following:

Milk Sanitation Rating Officers (SROs)

To be re-certified, a certified SRO shall have during the three (3) year period attended at least one (1) PHS/FDA Regional Milk Seminar, attended at least one (1) training course, which includes the auditing of milk plant NCIMS HACCP Systems and NCIMS HACCP IMS listing, if applicable, and attended at least one (1) PHS/FDA training course on

“Special Problems in Milk Protection” or other training judged by PHS/FDA to be equivalent and appropriate. (Page 25)

Schedule for Future “Special Problems in Milk Protection” Courses

There will be two (2) “Special Problems in Milk Protection” Courses held in FY 2018. One will be held May 5-11, 2018 in Burlington, VT and the other will be held August 6-10, 2018 in Montgomery, AL. Beginning in FY 2019, there will only be one (1) “Special Problems in Milk Protection” Course held each FY. It will be on a continuing FY rotational basis of one (1) course held in a State within the Mountain/Pacific Time Zones (FY 2019), one (1) course held in a State within the Central Time Zone (FY 2020) and one (1) course held in a State within the Eastern Time Zone (FY 2021). This process will continue for the foreseeable future.

NOTE: There is nothing restricting a SRO from one (1) Time Zone attending a course held in a different Time Zone.

FY	LOCATION	DATE
2018	Burlington, VT	May 7-11, 2018
2018	Montgomery, AL	August 6-10, 2018
2019	Mountain/Pacific Time Zones	??
2020	Central Time Zone	??
2021	Eastern Time Zone	??
2022	Mountain/Pacific Time Zones	??
2023	Central Time Zone	??

An electronic version of this memorandum is available for distribution to FDA Milk Specialists, Regulatory/Rating Agencies, Single-Service Consultants, Milk Laboratory Evaluation Officers and Milk Sanitation Rating Officers. The electronic version should be widely distributed to representatives of the dairy industry and other interested parties and will also be available on the FDA Web Site at <http://www.fda.gov> at a later date.

If you would like an electronic version of this document prior to it being available on the FDA Web Site, please e-mail your request to Robert.Hennes@fda.hhs.gov.

A handwritten signature in black ink, appearing to read "Robert F. Hennes". The signature is written in a cursive style with a large initial "R".

Robert F. Hennes, RS, MPH
CAPT U.S. Public Health Service
Milk and Milk Products Branch