FROM: Jody Robinson-Ng, Training Officer, DHRD
SENT: February 2, 2013
To: "ORA HQ DHRD Course Distribution List"
Subject: COURSE ANNOUNCEMENT: FD180 Food Good Manufacturing Practice, Application and Evidence Development

FD180 Food Good Manufacturing Practice, Application and Evidence Development
(Formerly this curriculum content was delivered through the FD150/Core 1 and FD151/Core 2 courses.)
Orlando, FL

Begin: Tuesday, April 9, 2013 at 8:00 a.m.
End: Wednesday, April 17, 2013 at 1:00 p.m.

AUTHORIZED TRAVEL DATES:
Arrival: Monday, April 8, 2013
Departure: Wednesday April 17, 2013 (schedule flights after 3:30 PM)

Everyone is expected to return on the departure date unless there are extenuating circumstances (see ACCOUNTING AND ADMINISTRATIVE INFORMATION, #8 below).

POINTS OF CONTACT:
Participants seeking information or assistance with this training course should contact in the following order:
1) Immediate Supervisor (first source of information and assistance)
2) New Hire Training Coordinators (for "new hire" related questions)
3) District Administrative Officer (AO) (Gov Trip, travel, and accounting code information)
4) Regional Training Officer (RTO) (cancellation, substitutions, hotel issues, pre-requisite waivers, special requests for additional overnight stay)
5) Jody Robinson-Ng, Training Officer (final POC if the RTO is unavailable)
FDA/Division of Human Resource Development
Office: 301-796-4525; Fax 301-827-8708
e-mail: Jody.Robinson@fda.hhs.gov

COURSE DESCRIPTION / OBJECTIVES:

FD180: Food Good Manufacturing Practice, Application and Evidence Development
Course Description: Through a combination of e-learning web courses, instructor-led discussion, hands-on exercises, and classroom participation the participant will learn how to apply GMP regulations in food processing, storage, and distribution operations to determine compliance with the FD&C Act, determine whether a firm's processes and controls ensure safe food products , collect and document evidence to support regulatory action and write detailed objectionable conditions statements of observations. The knowledge and skills investigators obtain through this course will provide a strong foundation in food safety inspections for manufactured foods. **(Formerly this curriculum content was delivered through the FD150/Core 1 and FD151/Core 2 courses.)**

Course Objectives: Apply food GMPs to evaluate food production systems, processes, and practices to assess risks associated with the food product.

Enabling Learning Objectives: At the completion of this course the participant will be able to:
1. Identify food GMP deficiencies and relate to potential food safety risk.
2. Identify the potential hazard associated with the food, process, and environment and differentiate their significance.
3. Evaluate the firm's controls measures for significant food safety hazards.
4. Collect and document evidence to support regulatory actions

Target Audience: This course is designed for FDA investigators, state inspectors, compliance officers, and supervisors who are actively engaged in the inspection of food manufacturing plants, or review or take compliance action on inspection reports. This course will become a prerequisite for advanced food courses. .

CEU: Pending

PREREQUISITES:

Prior to attending, nominees must:

1. Have completed their new hire training curriculum (FDA: Level I, including the audit, or completion of 6 month district training program (includes 3 week new hire program) if hired prior to Jan 1, 2002 and not Level I; State: Basic Food Inspection Training Curriculum as referenced in Standard 2, Manufactured Food Regulatory Program Standards
2. Food Microbiology Control web course series, MIC 01-15 (States will have completed this web course series in their new hire training curriculum)
3. Pest Control in Food Establishments
4. Plumbing Control for Commercial Food Establishments
5. Food Labeling
   The above online courses (3-5) may be accessed at
   http://www.fda.gov/Training/ForStateLocalTribalRegulators/ucm120925.htm
6. HHSU Course Title: FDAORAHQ Risk Management in 7 Steps DHRD assigned course number: MP121 LMS Course #: 00027874 - use this number to search for the course Non-FDA participants may access the above courses at http://www.accessdata.fda.gov/ORAU/ORARiskManagement/

COURSE COMPLETION REQUIREMENTS:

To successfully complete this course and receive a course certificate with Continuing Education Units* (CEUs), each participant will be required to:

1. Completed course prerequisites
2. Be on time and attend the entire course
3. Participate in class discussions, exercises, workshops and presentations
4. Pass the course assessment(s)

Course Assessments/Exam Policy*

As an authorized provider of Continuing Education Units accredited through the International Association for Continuing Education and Training (IACET), DHRD courses are required to have an assessment(s) component (knowledge & application) to evaluate the effectiveness of the training presented and the participant's grasp of the material covered.

SLOT ALLOCATIONS:

RTO's will allocate slots to the Districts utilizing the ORA Training Needs Survey

PAR Slots: 2
SWR Slots: 4
CER Slots: 2
SER Slots: 8
NER Slots: 2
International Slots: 2
CFSAN: 1
ORA HQ: 1
State Slots: 28

Please refer all state inquiries to: **FDA / DFSR** Nikki Wilson at almeda.wilson@fda.hhs.gov

DEADLINES / SPECIAL NOTICES:

Regional Training Officers, IA/International, DFSR, Training Contacts:

1. Please provide a copy of this announcement to each participant as soon as they are identified

2. All participant **registration forms** (Attachment A) must be forwarded via e-mail by **COB March 1, 2013 to** Jody Robinson-Ng, Training Officer.

Course Participants:

1. **Hotel Reservations by COB March 8, 2013,** participants and instructors that will be in travel status must confirm their reservation at the Embassy Suites Orlando, room block: "FDA's Food GMP training" (See LODGING INFORMATION below for additional information.)

2. Completed **Attachment A's must be forwarded by COB February 26, 2013,** via e-mail, as a Word attachment (Word Doc) to:

   FDA: Your Regional Training Officer (RTO)

   FDA/Centers: Your Center Training Contact

   State: FDA/DFSR
   Nikki Wilson at Almeda.Wilson@fda.hhs.gov for approval. All travel requests for this training course including cost estimates must be submitted via e-mail to Nikki Wilson and your assigned Contract Officer (OAGS). Travel is not authorized unless funds are approved and added to the contract via modification.

   International: FDA/OC/OIP Chrishona Payne at Chrishona.Payne@fda.hhs.gov for approval

TRANSPORTATION:

- Participants should fly into Orlando International Airport (MCO) which is about 8 miles from the hotel: Taxi's are approximately $30 each way: SuperShuttle approximately $13 each way: book online at http://www.supershuttle.com/Locations/MCOAirportShuttleOrlando.aspx
- Rental cars: **NOT authorized**.

LODGING & COURSE LOCATION INFORMATION:

Embassy Suites Orlando – International Drive/Convention Center
8978 International Drive
Orlando, FL

Lodging: $111 **M& IE:** $56

Phone: (407) 352-1400

http://embassysuites.hilton.com/en/es/groups/personalized/M/MCOORES-GMP-20130408/index.jhtml?WT.mc_id=POG

Reservations By: March 8, 2013. Check-in time is 4:00 p.m. and checkout is 12 Noon.

Room Block: FDA participants do not make lodging reservations through GOV Trip. Please indicate the room block "FDA Food GMPs training Course" **and for FDA, include the room block on your GovTrip travel information.**

Hotel Cancellation Policy: No later than 24 hours prior to your intended arrival date in order to avoid cancellation charges. In the event of cancellation, please obtain a cancellation number from the hotel.

Internet Fee for Official Duties:
OFS requires preapproval for Internet Fee and must be included in the traveler's Travel Authorization (TA). Internet Fee no longer can be claimed thru a local voucher.

DHRD will **not** reimburse Internet Fee for those travelers required to perform official duties for their office while attending a DHRD Training. The traveler's office is responsible for this expense. A second line of accounting codes must be entered into the TA using the traveler's office funding.

ACCOUNTING AND ADMINISTRATIVE INFORMATION

1. PLEASE NOTE: When a participant fails to confirm a hotel reservation by the deadline and cannot obtain lodging at the negotiated rate, any additional cost must be paid by the nominee's district, unless the district

obtains prior approval from DHRD. Approval requests should be forwarded to the Training Officer for a case by case review by DHRD management.

2. When accounting codes are released, the training officer will send a Travel Authorization Memo to ORA participants and FDA instructors.

3. Tax exempt forms can be found at https://smartpay.gsa.gov/about-gsa-smartpay/tax-information/state-response-letter

4. Rental cars are not authorized

5. Civilian dress is business casual as defined by your district.

6. Commissioned Corps Officers are required to be in uniform while attending training.

7. Temperature may vary in the conference room - please bring layers of appropriate clothing.

8. **Request & justification to stay an additional night** (if applicable): Requests need to be **submitted to your Regional Training Officer** (RTO) in advance via email **by the student's supervisor**. One request can be provided for all students listed from the same District/Lab. Approval must be granted **prior** to the student traveling to the course and DHRD is unable to assist in reimbursement for "after the fact". The RTO will forward requests to the DHRD Training Officer for review/approval.

   The request is to include:
   (a) Reason/justification for request to address factors such as:
   - District policy indicating what is an "unreasonable hour" for travel (if citing undue hardship to the employee)
   - Available flight times (contract and non-contract)
   - Airports researched (if more than one in the area)
   - Any related cost comparison (non-contract fare vs. staying the extra night)

   (b) Statement of supervisory concurrence
   - If approved, your voucher needs to include a copy of the e-mail granting approval to stay the extra night

9. After the course, FDA participants should report their actual course time in the "Miscellaneous Operations Accomplishment Hours" screen in FACTS following all applicable guidance. The data entered should include the appropriate Operation Code {84 for participants} {83 for instructors} and PAC 03R800.

SPECIAL NEEDS:
FDA provides reasonable accommodations to employees with disabilities. If you need a reasonable accommodation for any part of the training process - due to medical conditions, physical limitations or particular learning challenges - please notify the Training Officer prior to the course. Reasonable accommodations will be granted on a case-by-case basis. For Voice TTY or other interpreting needs, please contact Interpreting Services at the following e-mail address: interpreting.services@oc.fda.gov.

/s/

Jody Robinson-Ng,
Training Officer, DHRD

Attachment A

Attachment for Participant Registration Information

Please submit the information as listed in the format and order below as a Word attachment (Word Doc) no later than COB **March 1, 2013** via e-mail to:

FDA: your Regional Training Officer (RTO).
FDA/Centers: Your Center Training Contact.
State:FDA/DFSR Nikki Wilson at Almeda.wilson@fda.hhs.gov

List State/Local Agency: _____

International: FDA/OC/OIP Chrishona Payne at Chrishona.Payne@fda.hhs.gov for approval

List Country and Agency: _____

FD180 Food Good Manufacturing Practice, Application and Evidence Development
Orlando, FL
April 9 - 17, 2013

Participant Registration Information
Participant's Legal Name:
Position/Title:
GS Series and Grade:
Agency/Organization/Division:
Duty Station (Complete Address with Mail Code):
Business Phone Number and Extension:
Fax Number:
E-mail address:
Supervisor's Name:
Supervisor's Phone Number:
Supervisor's Email Address:
Name of Director of Investigations Branch(FDA only):
Arrangements needed to accommodate special needs (if any):
Name and Phone Number to contact in case of emergency (optional):
Course Prerequisites;
1. Completion date of your new hire training curriculum FDA: Level I or 6 month district training program if hired prior to Jan 1, 2002 and not Level I _____ State: Basic Food Inspection Training Curriculum in Standard 2, Manufactured Food Regulatory Program Standards _____
2. Completion of the Online Micro courses:
3. Pest Control in Food Establishments:
4. Plumbing Control for Commercial Food Establishments:
5. Food Labeling:
6. FDAORAHQ Risk Management in 7 Steps: