

**INTERNATIONAL HACCP ALLIANCE
BOARD MEETING
February 4, 2000
Chicago, IL**

10:00	Welcome and Introductions, Deven Scott
10:10	Review and Approval of Agenda, Deven Scott
10:15	Financial Report and FY 2000 Budget, Don Dalton
10:30	HACCP Audit Standardization Update, Phil Ventresca
10:45	Training Committee Report, Rita Fullem
11:00	HACCP-Inspection Model Projects, Kerri Harris
11:45	Lunch
1:00	FSIS Update, Barbara Masters
1:45	Long Range Plan, Deven Scott
2:30	Nominating Committee Report, Lou Gast
2:45	Announcement of New Directors, Deven Scott
3:00	Additional Business, Next Meeting
3:30	Adjourn

**International HACCP Alliance
Board of Directors Meeting
February 4, 2000
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Participants: Deven Scott, Rosemary Mucklow, Steve Krut, Paul Stiffler, Don Dalton, Mike Riley, Barbara Masters, Kim Rice, Lou Gast, Leon Russell, Cynthia Croatti, Jeff Joaquim, Phil Ventresca, Rena Pierami, Billy Lloyd, James Denton, Jill Hollingsworth, Beth Lautner, Joe Harris, Jeff Savell, Jorge Hernandez, Melvin Hunt, Kerri Harris, Rex Woods, Merle Pierson.

The Board meeting of the International HACCP Alliance was held on Friday, February 4, 2000.

The meeting was called to order by Deven Scott, Chairman. After a brief welcome and introductions of the Board members and participants, the agenda was presented, from the last meeting were approved, motion made by Rosemary Mucklow, seconded by Kim Rice to approve the agenda, motion carried.

Phil Ventresca gave a brief update on the ASQ- American Society for Quality status for standardizing the HACCP audit process. The Body of Knowledge (BOK) has been completed, and a meeting is being held on Feb. 17-18, 2000 to start the item writing process (tentative list of committee members is attached). The BOK follows the CODEX HACCP and focuses on the seven principles of HACCP without overloading the system with microbiology or chemistry. It was noted that one could not participate in the item writing process and then develop a training program. Therefore, some individuals decided not to participate in the item writing process. It is anticipated that the final exam will be ready within 12 months, and it will be offered two times per year. It was also noted that there are several Certified Quality Auditors in the food industry.

Don Dalton reviewed the financial statement from September 30, 1999 and presented the proposed budget for FY 2000. It was agreed that funds should be moved from the checking account into a Certificate of Deposit (CD). Rosemary Mucklow recommended that a review of the financial reports/status should be conducted on a yearly basis. Rosemary Mucklow made a motion to accept the financial report and the proposed budget of FY 2000, Jim Denton seconded the motion, and the motion carried.

The Training Committee report was presented for Rita Fullem by Kerri Harris. It was noted that three Train-the-Trainer (TtT) programs had been conducted since the last board meeting. The TtT program in Seattle, WA was very well attended. The customized Japanese course went well and JTTAS has requested information on conducted two TtT programs in Japan; however, dates have not been confirmed at this time. A second TtT was also conducted for Tyson Foods. Additional TtT programs will be scheduled and conducted as needed. An Advanced HACCP course training outline was presented for approval. Concern was expressed on the topic of audits, and it was requested that the committee clarify this when the learning objectives are defined. Rosemary Mucklow made a motion to accept the outline as presented and further development of learning objectives presented to the board for final approval for accreditation status. The motion was seconded by Kim Rice and carried.

It was noted that USDA is in the process of developing the In-depth Verification Procedures, and it was recommended that the HACCP Alliance should offer to assist with this process as possible. Therefore, a letter will be sent to Mr. Philip Derfler offering assistance.

Kerri B. Harris presented a request from the National Turkey Federation to design an accreditation system for the training related to the HACCP-Inspection Model Project. It was noted that an intensive program has been developed and that it will be very important that the individuals receive the appropriate training. Beth Lautner agreed that this would be an important issue for the pork industry as well. Discussion focused on: (1) the fact the accreditation program would evaluate the training against a standard criteria, (2) that it would allow for progression and training of how to conduct the best evaluations vs. just tradition methods, (3) that the disposition topic will be very important, and (4) that it could be possible to explore the opportunity for joint training on some of the issues. Don Dalton made the motion that the Alliance should move forward with this activity to further develop a curriculum outline that would be presented to the board for approval. Kim Rice seconded the motion, motion carried. An ad hoc committee will be formed to assist with developing this outline. Suggested committee members are: James Denton, Leon Russell, Barbara Masters, Don Dalton, and additional members to be identified.

Barbara Masters presented the following update on FSIS activities.

- The third round of HACCP implementation went well. Information was still being collected, but to date there were 4,597 plants that implemented HACCP on January 25, 2000 and there were 84 enforcement actions taken. It was noted that current reports showed that there were 8 federal plants with temporary closing and 4 federal plants that stated “HACCP” as the reason for closing. Additional plants closed for business related reasons, and it is thought that several plants moved to retail-exemption. The agency is working with plants that were having difficulty with HACCP and develop a schedule/timeline of activities that must be met during the next 180 days.
- The GAO report addressing the training of inspection personnel is back. The report makes the following recommendations:
 1. The Secretary of Agriculture should direct the Administrator of FSIS to review all HACCP plans to verify that plants are identifying and controlling food safety hazards that are reasonably likely to occur through their HACCP programs.
 2. The Secretary should direct the Administrator of FSIS to provide clarification and additional training for inspectors in the following areas:
 - a. Inspector’s roles, responsibilities, and authorities for reviewing and verifying HACCP plans;
 - b. Inspector’s responsibilities for microbial sampling and the frequency of salmonella testing;
 - c. Inspector’s responsibilities for how and when to file noncompliance notices and how to select the correct trend indicators.
 3. The Secretary direct the Administrator of FSIS to:
 - a. Issue instructions to FSIS’ district offices clearly stating that inspectors must provide complete, accurate, timely, and consistent appeals data for the automated appeals tracking system and
 - b. Periodically review the accuracy and completeness of the data in the appeals tracking system.

- It was noted that four supervisory conferences were being scheduled for March-June to discuss the roles, responsibilities and authority for HACCP. The agency is also starting a series of picture-tel, work-unit meetings on HACCP issues for inspectors in the field.
- January 25, 2000 was also the implementation date for the Sanitation Performance Standard, and it has generated some confusion. The most confusion has been on the issue of water re-use, and a clarification to the compliance guideline will be posted on the Technical Service Center's web site.
- It was noted that recent information had been released concerning recalls and that the agency would be doing press releases on all recalls in the future.
- The agency also approved the use of irradiation for meat products.
- An update on the HACCP-Inspection Models Project (HIMP) was provided. Currently, there are 17 broiler operations and 3 swine operations participating in the project. Initial feedback is very positive.
- Consumer Safety Officer program was not funded this year, but will be resubmitted this month for funding. This position does have a positive education requirement – 30 hours in science.

Lou Gast presented the Nominating Committee Report. The committee was charged with filling the board seats and developing a slate of nominees for the officers. Rosemary Mucklow made a motion to accept the slate of officers as presented by the nominating committee. Merle Pierson seconded the motion, and the motion carried. The officers for 2000 are:

Deven Scott, Chairman
Rosemary Mucklow, Vice Chairman
Don Dalton, Treasurer
Kim Rice, Secretary
Two At-Large positions will be appointed by the Chairman

A motion was made by Steve Krut and seconded by Rosemary Mucklow to re-appoint Kerri B. Harris as the Executive Director. The motion carried.

It was noted that the staff and office functions have been administratively re-located back into the Department of Animal Science. Dr. Bryan Johnson, Department Head, was very willing to house the Alliance office and is very supportive of the on-going activities.

Deven Scott provided an overview of the Long-Range Planning Committee meeting. The Committee recommended that the entire plan be revised into two documents. One document will focus on accomplishments and the second document will be the actual long-range plan. A draft of these documents will be sent to the directors for review and approval. The Committee also recommended that the Alliance should proceed with hosting a Global HACCP Conference in 2001. The following ad hoc Global HACCP Conference Committee was formed:

Lou Gast, HACCP Consulting Group, Co-Chairman
Jeff Savell, Texas A&M University, Co-Chairman
Merle Pierson, IFT
Paul Stiffler, Medtrol, Inc.
Barbara Masters, FSIS
Kim Rice, AMI
Jill Hollingsworth, FMI
Kerri Harris, Int'l HACCP Alliance

The committee was given the charge of reporting back to the Chairman of the Board by April 1, 2000 with potential topics, dates, location, cost estimates, etc.

The issue of HACCP for Egg Products was raised. It was noted that this is currently being planned as a Farm to Table HACCP approach and that the agency authority will remain the same. Potential date for release is the end of 2000. It was suggested that the Alliance should develop scientifically based generic models for egg products as was done for the meat and poultry industry. Kim Rice made a motion that the Alliance should develop generic models for egg products and to extend an invitation to government agencies to participate. Jim Denton seconded the motion. The motion was amended to state that the Alliance should develop generic models for egg product providing funding can be obtained and that an invitation to participate would be extended to the government agencies. Motion carried.

The requirements for having a formal testing procedure for Alliance accredited HACCP courses was revisited. It was agreed that the Alliance did not want to proceed with developing a standardized, legally defensible examination; therefore, the accreditation procedure will remain as is.

It was recommended that the next meeting be held in September and that Friday is the best day for the meeting. No further issues were raised and a motion was made by Melvin Hunt to adjourn the meeting, seconded by Steve Krut, and the meeting was adjourned.