

HACCP Utilization and Food Safety Systems PDG

Members Present: Lone Jespersen (Chair), Ben Warren (Vice Chair), Dennis Burson, Gordon Hayburn and Amy Kramer.

New Members: Brita Ball, Rishi Banerjee, Laura Bauermeister, Jagpinder Brar, Rochelle Clavero, Kim Cook, Tanya D'Souza, Christine Endacott-Palmer, Robert Gaze, Vinayak Ghate, Kathy Gombas, Leon Gorris, Stephen Grove, Allen Haas, Hussein Hassan, Gretchen Hill, Michael Ionni, Tim Jackson, Lori Ledenbach, Patrick Logan, Deon Mahoney, Molly Mills, Stephanie Nadya, Chantal Nde, Armin Norouzi, Bryan Oliveros, Forest Reichel, Donna Schaffner, Jenny Scott, Peter Taormina, Jennifer Weber, Jordann Wenzel, Elizabeth Williams and Jian Wu.

Board/Staff Members Present: Mickey Parish.

Meeting Called to Order: 1:00 p.m., Sunday, August 3, 2014.

Recording Secretary of Minutes: Andrew Clarke.

Welcome and Introductions

Chair Lone Jespersen called the meeting to order and welcomed new and existing members. The Chair then discussed the anti-trust statement and reminded attendees to sign the attendance sheets. The Chair reviewed the PDG's mission statement to ground members and the days' discussion in the groups agreed upon mission.

Mickey Parish, Board Liaison, was introduced and provided greetings from the Board. He provided an update which included information on the organizations financial position and the increased number of membership and attendees at this year's conference. He also reminded the group to form partnerships with other PDGs wherever possible and also a reminder that the PDG meetings would be scheduled for the Saturday before the conference in 2015.

Old Business: Nothing outstanding from previous meeting.

New Business: Discussion on the Drafted White Paper "HACCP Steps: Principles, Content and Industry Gaps" with suggestions for enhancements to the document. Those present were also requested to provide suggestions for symposia, roundtables for next year's annual conference and also other work topics which the group could work on in the coming year.

HACCP Meeting Finland

Carol Wallace provided an update to the group on the recent meeting in Finland, organized by the Finnish government to discuss the existing Codex HACCP document. The meeting was well attended with interesting and constructive discussions. Feedback will eventually be provided to Codex from the working group on potential amendments to the document.

Discussion on the drafted white paper "HACCP Steps: Principles, Content and Industry Gaps."

Since the inaugural meeting in Charlotte, one of the sub-working groups had met regularly and between them drafted a document which was intended to highlight the gaps in the application of the HACCP steps within manufacturing plants and to suggest specific areas where improvements could be made to ensure HACCP related activities provided benefit and were also easier to apply.

The Chair allocated specific HACCP Steps to those present and a working session ensued, members were encouraged to critique the draft document and supply information as to where they would like to see focus and further information included.

Feedback was then provided to the group:

Step 1—Assemble the HACCP Team

Requested more information when defining “Scope” such as product categories, raw materials etc. as it was felt this was important to ensure the correct people were engaged to support the HACCP team where gaps were identified. In addition a request was made to include information on the types of records of individuals’ education and competency which were required to be retained.

Step 2—Describe the Product

It was felt that the importance of the product description needed to be made clear specifically its linkage to facilitating a hazard analysis as this was a gap which the group felt occurred often. In addition the process of how this refers to intended (unintended) use was also felt to be needed in the document, especially when there could be changes in ingredients or to where the product might be sold where it may be used differently. It was felt reference to effective change management would be very important inclusion within the document and also clarity on the intended use of the document.

Step 3—Identify Intended Use

A suggestion was to include reference to pet food and animal food addition and provide more clarity in the definitions, a specific example mentioned was RTE. The inclusion and more information on unintended use was also suggested.

Step 4 and 5—Construct and Confirm Process Flow Diagram

Suggestion was to include where it was acceptable to group ingredients/product types and to ensure the diagram was not too complex and difficult to follow which may cause confusion.

With confirming the flow diagram, it was suggested that an accompanied person external to the HACCP could be utilized to complete the confirmation as this gave an independent view. The group also felt it was important to make sure the review was completed at different times, for different product categories to ensure all potential variations could be considered.

Step 6—List All Potential Hazards, Conduct a Hazard Analysis and Consider Control Measures.

It was felt that there was an opportunity to provide more information and more examples of how to complete a hazard analysis, such as the tools that could be used and some suggestions on approaches to take. It was also felt that some forms of actual hazard analysis would be beneficial.

Step 7—Determine CCPs

It was suggested that providing some information on the connection with subsequent steps would be beneficial, particularly determining critical limits.

Step 8—Establish Critical Limits – This step will be completed.

Step 9—Establish Monitoring Activities

Overall it was felt that the information contained within the document was good. Some inclusion on what constitutes continuous monitoring would be beneficial and also how to determine monitoring frequencies which were not continuous.

Step 10—Establish Corrective Actions

Mention to scientific support was deemed to be important and reference to gaps in

competency and knowledge of individuals completing corrective actions was suggested as an issue which needed addressing. The importance of effective root cause analysis to ensure preventative measures are effective was also thought to require reference within the document.

Step 11—Establish Verification Procedures

The group felt that understanding the differences between verification and validation was of particular importance.

Step 12—Establish documentation and record-keeping Again, it was mentioned consistency throughout the document is needed. Definitions are required. It was suggested that inclusion of how to complete trend analysis of records and data to understand performance would also be worthwhile.

Consideration to different methods of record keeping, such as electronic, could be included and also the security aspects and also what should occur when altering electronic records to ensure legality.

Volunteers were required to support and assist the core group that had been working on the document to take it to the next level, those present were encouraged to volunteer.

2015 Activities

The Vice Chair, Ben Warren, requested the group to continue to work in groups to come up with ideas for the program committee for next year's IAFP conference. Some interesting suggestions were provided by the group which included:

Workshop:

- Foundational HACCP – Learn the basic of risk management through HACCP and pitfalls to avoid.
- Auditing HACCP Plans – 3rd party auditing and risk based approaches to audit.

Symposia:

- “HACCP Training – But I still don't get it?”
- Developing nations and the challenges they face with implementing effective HACCP programs
- “Was it worth it?” Lessons learned from the past meat and seafood HACCP plans etc.
- “Same destination different journey.” Focus on different mechanisms for root cause analysis; consider speakers outside of food safety to comment on the pitfalls of the different mechanisms of analysis.
- HACCP and connection to food safety systems – include expectations and limitations of HACCP in food service, primary processing and good practices which extend and support fundamental HACCP – incorporate pre-requisites requirements.

Roundtable:

- What is HACCP and where does it belong with food safety management – viewed through different lenses – manufacturer, supplier, regulators
- HACCP – interactive session with audience participation with clickers, expert panel etc. Examples of scenarios and decision to confirm whether a process step is CCP or not.

Webinars:

- Specific to preventative controls
- Develop models – such as how to approach HACCP development and implementation and provide specific examples.

- Develop guidance to provide a basis on understanding of requirements for decision making and scientific decision making.

Recommendations to the Executive Board: None.

Next Meeting Date:

A conference call will be arranged for September 22nd at 9:00 a.m. EST where the proposals for symposia, roundtables and next steps for the group will be discussed. Members were encouraged to provide any ideas to the Chair or Vice Chair.

Meeting Adjourned: 2:55 p.m.

Chairperson: Lone Jespersen.