



STATE OF MICHIGAN
DEPARTMENT OF AGRICULTURE
LANSING

JENNIFER M. GRANHOLM
GOVERNOR

DAN WYANT
DIRECTOR

DATE: August 6,2003

TO: All Local Health Departments (LHD's)
Attn: Health Officer/Director of Environmental Health/Chief Sanitarian
Michigan Department of Agriculture (MDA)
Attn: Food and Dairy Division Managers

FROM: Thomas Crook, Manager
Food Service Sanitation Section
Food and Dairy Division

A handwritten signature in black ink, appearing to read "Thomas Crook".

SUBJECT: Food Service Training Courses

Earlier this year many local health departments responded to an MDA survey on food safety training needs. The top "most desired" courses: violation identification and conducting risk -based inspections / inspection report writing are being offered at 5 locations state-wide this fall. A course on program self-assessment is also being offered for program managers and quality control staff to assist agencies in using the new MPR's and Guidance Manual. Course information and registration forms are enclosed.

As requested, these courses have been limited to one day and offered in enough locations to allow attendees to drive to and from the courses without the expense of an overnight stay.

Other requested courses (plumbing, plan review and temporary foods) are being offered **upon request** to single agencies or regionally to groups of agencies.

A comprehensive description of all courses offered by the Food & Dairy Division is also attached, which provides the details on each course.

Copies of all of the above materials may be found on MDA's web site (www.michigan.gov/mda). Click on Food / Food Safety / Resources for Regulators / Training.



Training Course Announcement

Food Service Sanitation Section

Food & Dairy Division

The following courses will be offered fall 2003 on the dates shown. The "Risk-Based Inspection Techniques and Food Code Violation Identification" courses are particularly suited to those individuals that attended the 3 day Food Law / Food Code course in Lansing, December 2002. See the attached course descriptions for complete information on each course. Registrations will be accepted until each location is filled. Please submit the enclosed registration form.

Location	Food Program Self-Assessment	Risk-Based Inspection Techniques	Food Code Violation Identification
Cadillac District Health Department # 10 521 Cobbs Street, Cadillac, MI Lunch on your own at nearby restaurants.	September 25 th 9:30 - 3:30 40 seats	October 7 th 9:30 - 3:30 40 seats	November 12 th 9:30 - 3:30 60 seats
Marquette Steer & Stein Restaurant, US 41 West Lunch on-site from the restaurant's menu Participants responsible for cost of lunch	October 29 th 9:30 - 3:30 30 seats	November 4 th 9:30 - 3:30 30 seats	November 5 th 9:30 - 3:30 30 seats
Kalamazoo Kalamazoo Human Services Department Offices, 3299 Gull Road, Nazareth, MI Lunch on your own at nearby restaurants.	September 23 rd 9:30 - 3:30 50 seats	November 12 th 9:30 - 3:30 50 seats	October 7 th 9:30 - 3:30 50 seats
Saginaw MDA Region 4 Office 1585 Tittabawassee Rd., Saginaw, MI Lunch on your own at nearby restaurants.	September 15 th 9:30 - 3:30 30 seats	November 21 st 9:30 - 3:30 30 seats	December 2 nd 9:30 - 3:30 30 seats
Wayne Wayne County Health Department 5454 South Venoy Road, Wayne, MI. Lunch on your own at nearby restaurants.	October 15 th 9:30 - 3:30 Classrooms 2&3 60 seats	December 4 th 9:30 - 3:30 , Classrooms 2&3 60 seats	November 25 th 9:30 - 3:30 , Auditorium 225 seats



Training Registration Form

Food Service Sanitation Section
Food & Dairy Division

Location	Risk-Based Inspection Techniques	Check Desired Sessions	We will send the following people:
Cadillac 40 seats	October 7 th , 2003 9:30 - 3:30		
Marquette 30 seats	November 4 th , 2003 9:30 - 3:30		
Kalamazoo 50 seats	November 12 th , 2003 9:30 - 3:30		
Saginaw 30 seats	November 21 st , 2003 9:30 - 3:30		
Wayne 60 seats	December 4 th , 2003 9:30 - 3:30 Classrooms 2&3		

Location	Food Code Violation Identification	Check Desired Sessions	We will send the following people:
Cadillac 60 seats	November 12 th , 2003 9:30 - 3:30		
Marquette 30 seats	November 5 th , 2003 9:30 - 3:30		
Kalamazoo 50 seats	October 7 th , 2003 9:30 - 3:30		
Saginaw 30 seats	December 2 nd , 2003 9:30 - 3:30		
Wayne 225 seats	November 25 th , 2003 9:30 - 3:30 , Auditorium		

Location	Food Program Self-Assessment	Check Desired Sessions	We will send the following people:
Cadillac 60 seats	September 25 th , 2003 9:30 - 3:30 , Auditorium		
Marquette 30 seats	October 29 th , 2003 9:30 - 3:30		
Kalamazoo 50 seats	September 23 rd , 2003 9:30 - 3:30		
Saginaw 30 seats	September 15 th , 2003 9:30 - 3:30		
Wayne 60 seats	October 15 th , 2003 9:30 - 3:30		

Agency Contact Person (confirmation will be sent to the contact person only)

Agency:	Mail completed form to: Kevin Besey Food Service Sanitation Section Food & Dairy Division Michigan Dept. of Agriculture PO Box 30017 Lansing, MI. 48909
Name:	
Address:	
Phone:	
Fax:	
E-Mail:	



Training Course Information

Food & Dairy Division

The following courses are offered by the Michigan Department of Agriculture's Food & Dairy Division. Course requests or inquiries should be directed to the course contact person. For additional training materials not listed here, visit www.michigan.gov/mda click on "Food & Agribusiness" then "Food Safety" then "Resources for Regulators" then "Training".

Course Name:	F.I.R.sT.- Foodborne Illness Response Training WEB LINK
Format:	Classroom, lecture with group discussions and exercises
Target Audience:	All local health department (LHD) and Michigan Department of Agriculture (MDA) foodborne illness investigation staff, including food inspectors, nurses, epidemiologists, laboratory staff and administrative staff.
Course Objectives:	F.I.R.sT. training seeks to: <ol style="list-style-type: none"> 1. Promote consistency in surveillance and outbreak investigative methods, 2. Promote and encourage a multidisciplinary approach, 3. Clarify current Michigan roles and responsibilities and legal requirements, and 4. Answer commonly asked questions.
Course Description:	F.I.R.sT. training provides participants with an overview of the foodborne illness investigative procedures and relationships needed to identify and respond to potential outbreaks of foodborne illness. It emphasizes the importance of effective teamwork. Separate modules summarize foundational principles of surveillance, investigation, disease control, laboratory testing, and effective report writing.
Suggested Preparation:	F.I.R.sT. training is most effective when teams of individuals from the same organization go through the training together. It can serve as a refresher for experienced staff or as introductory training for newly hired employees.
Location:	Regionally throughout Michigan
When Offered:	As announced.
Course Length:	Two days
Course Contact:	John Tilden, MDA, 517-373-9726, TildenJ@michigan.gov
Cost:	None
Credit Types Offered:	Individuals may apply for MEHA CEU's
Fulfills Training Requirement For:	Partial fulfillment of 2004 MDA minimum program requirement 5.1 and Important Factor III.

Course Name:	Food Law / Food Code Training
Format:	Classroom Lecture
Target Audience:	New local health department (LHD) and Michigan Department of Agriculture (MDA) food program staff.
Course Objectives:	Upon completion of the course, students will have an understanding of Michigan's Food Law of 2000, as amended, and the 1999 FDA Food Code. A variety of handout materials including a spiral bound copy of the 1999 FDA Food Code will be provided.
Course Description:	Presentations will review the 1999 Food Code by chapter, highlights of Michigan's Food Law and how to use the two documents together.
Suggested Preparation:	Michigan's 1999 Food Code Self-Study Familiarization Guide and, Training Program for the Professional Food Service Sanitarian – Modules 1 and 4 and, ServSafe or equivalent training and, twenty-five inspections with their agency's trainer.
Location:	MDA Office Building (Constitution Hall), Lansing
When Offered:	Annually. Next anticipated class: January, 2004
Course Length:	3 days
Course Contact:	Jasmine Lincicome, 517-335-3238, LINCICOMEJ@michigan.gov
Cost:	None
Credit Types Offered:	Individuals may apply for MEHA CEU's
Fulfills Training Requirement For:	Partial fulfillment of 2004 MDA minimum program requirement 5.1 and Important Factor III.

Course Name:	Food Program Self-Assessment
Format:	Classroom, lecture and exercises
Target Audience:	Local health department (LHD) food program managers
Course Objectives:	Provide participants with the knowledge and skills to conduct an assessment of a LHD food program to determine compliance with Michigan's minimum program requirements (MPR's).
Course Description:	This training covers Michigan's minimum program requirements and guidance document. The entire review process is covered including determining sample sizes, selecting samples of documents for review, reviewing documents, summarizing findings, analyzing data and determining compliance status with the appropriate MPR.
Suggested Preparation:	Become familiar with the current minimum program requirements and guidance document. Practice reviewing plan reviews, licenses, inspection reports, complaints and foodborne illness documents for quality and accuracy problems.
Location:	As announced
When Offered:	As announced
Course Length:	1 day
Course Contact:	Thomas Crook, MDA, 517-241-0933, crookt9@michigan.gov
Cost:	None
Credit Types Offered:	Individuals may apply for MEHA CEU's
Fulfills Training Requirement For:	Partial fulfillment of 2004 MDA minimum program requirement- Important Factor III.

Course Name:	Pasteurizer Operator Workshop
Format:	Classroom and hands-on.
Target Audience:	Industry and Regulatory staff. Introductory to intermediate.
Course Objectives:	Provide the participant with an understanding of the need for pasteurization and a general overview of the processes and equipment used for the pasteurization of milk and other fluid foods.
Course Description:	Lecture and hands-on laboratory exercises, including pasteurizer testing and inspection procedures.
Suggested Preparation:	Familiarity with pasteurization of fluid foods.
Location:	Michigan State University, Department of Food Science and Human Nutrition
When Offered:	March of each year.
Course Length:	Two days.
Course Contact:	Dr. John Partridge, Dept. of Food Science and Human Nutrition, Michigan State University, East Lansing, MI 48824 ph. 517-355-7713, partridg@msu.edu
Cost:	
Credit Types Offered:	Individuals may apply for MEHA CEU's
Fulfills Training Requirement For:	Partial fulfillment of 2004 MDA minimum program requirement- Important Factor III.

Course Name:	Plan Review - Basic
Format:	Classroom
Target Audience:	New LHD and MDA food establishment plan review staff
Course Objectives:	At the conclusion of this course, students should be able to understand the steps of the plan review process, conduct a simple plan review and complete proper documentation.
Course Description:	This training covers hands-on blueprint reading practice, orientation to using MDA's model forms and letters, proper documentation, plan storage and retention, common plan review errors, using MDA's excel formula calculator, basic menu and food flow analysis, hands-on review practice and pre-existing establishment review.
Suggested Preparation:	Complete "Sanitarian's On-Line Training Program", module 12.
Location:	At individual local health departments or regionally
When Offered:	Upon request
Course Length:	1 day
Course Contact:	Kevin Besey, MDA, 517-373-2779, beseyk@michigan.gov
Cost:	None
Credit Types Offered:	Individuals may apply for MEHA CEU's
Fulfills Training Requirement For:	Partial fulfillment of 2004 MDA minimum program requirement- Important Factor III.

Course Name:	Plan Review - Advanced
Format:	Classroom
Target Audience:	Experienced LHD and MDA food establishment plan review staff
Course Objectives:	At the conclusion of this course, students should be able to understand the steps of the plan review process, conduct a simple plan review and complete proper documentation.
Course Description:	This training covers advanced menu and food flow analysis, SOP development, advanced hot water sizing and equipment venting problems, unique cross-connection problems, current trends in facility design / operation, group exercises to compare / improve plan review consistency and other common plan review problems.
Suggested Preparation:	Complete "Plan Review - Basic" course.
Location:	At individual local health departments or regionally
When Offered:	Upon request
Course Length:	1 day
Course Contact:	Kevin Besey, MDA, 517-373-2779, beseyk@michigan.gov
Cost:	None
Credit Types Offered:	Individuals may apply for MEHA CEU's
Fulfills Training Requirement For:	Partial fulfillment of 2004 MDA minimum program requirement- Important Factor III.

Course Name:	Plumbing: Cross Contamination and Backsiphonage Protection
Format:	Class Room – PowerPoint – Hands on equipment
Target Audience:	Local health Department and Michigan Department of Agriculture Food Inspectors
Course Objectives:	At the conclusion of this course, students should be able to: <ol style="list-style-type: none"> 1. Recognize plumbing hazards 2. Identify the correct method of remediation
Course Description:	The course will cover Food Code, Food Law and Michigan plumbing law regulations governing protection of drinking water, plumbing and food handling equipment.
Suggested Preparation:	Have a basic understanding of the Food Code and Food Law.
Location:	At individual local health departments or regionally
When Offered:	Upon Request
Course Length:	3-4 hours
Course Contact:	Rodger Griffith 517-241-0932, MDA, griffithr@michigan.gov
Cost:	None
Credit Types Offered:	Individuals may apply for MEHA CEU's
Fulfills Training Requirement For:	Partial fulfillment of 2004 MDA minimum program requirement 5.1 and Important Factor III.

Course Name:	Risk-Based Inspection Techniques
Format:	Classroom, Lecture, Group Exercises
Target Audience:	Local health Department and Michigan Department of Agriculture Food Inspectors
Course Objectives:	At the conclusion of this course, students should be able to: <ol style="list-style-type: none"> 1. Understand principles for conducting a risk-based inspection 2. Conduct an effective operator interview 3. Determine food safety hazards, critical control points, standard operating procedures, and manager knowledge from a menu review 4. Write an inspection report that follows the MDA report writing format 5. Educate and assist an operator in the use of a risk control plan
Course Description:	This course will teach risk-based inspection principles and help students develop skills in inspection techniques, such as conducting operator interviews using a menu review, writing reports, and using risk control plans.
Suggested Preparation:	Complete MDA Food Law / Food Code Training and Training Program for the Professional Food Service Sanitarian – Modules 1,3,4,6,8 and 10
Location:	As Announced
When Offered:	As Announced
Course Length:	1 day (6 contact hours)
Course Contact:	Barbara Coy, MDA, 517-335-4604 coyb9@michigan.gov
Cost:	None
Credit Types Offered:	Individuals may apply for MEHA CEU's
Fulfills Training Requirement For:	Partial fulfillment of 2004 MDA minimum program requirement 5.1 and Important Factor III.

Course Name:	Sanitarian's Training Program WEB LINK
Format:	Internet, self-study or with local health department (LHD) trainer
Target Audience:	New local health department (LHD) and Michigan Department of Agriculture (MDA) food program staff and new food facility plan reviewer's.
Course Objectives:	This 12 module program provides entry level training for MDA and LHD food service sanitarians.
Course Description:	The modules are titled: 1. Food Service Sanitation Program, 2. Introduction to the Food Service Industry, 3. Risk Communication, 4. Facility Operation, 5. Pest Control, 6. Foodborne Microbiological Control, 7. Foodborne Illness Investigations, 8. Introduction to HACCP, 9. Introduction to Food Labeling, 10. Michigan's Food Laws and Regulations, 11. Enforcement Procedures, 12. Introduction to the Plan Review Process. (Visit www.michigan.gov/mda click on "Food & Agribusiness" then "Training")
Suggested Preparation:	None
Location:	NA
When Offered:	Continuous
Course Length:	Self-paced
Course Contact:	Thomas Crook, MDA, 517-241-0933, crookt9@michigan.gov or agency trainer.
Cost:	None
Credit Types Offered:	MDA certificate available through local health department trainer's. Individuals may apply for MEHA CEU's
Fulfills Training Requirement For:	Partial fulfillment of 2004 MDA minimum program requirement 5.1 and Important Factor III.

Course Name:	Temporary Food Service and Special Transitory Food Unit (STFU) Roundtable
Format:	Group discussion
Target Audience:	Local health department food staff inspecting STFU's or issuing temporary food licenses.
Course Objectives:	At the conclusion of this discussion, participants should be able to: <ol style="list-style-type: none"> 1. Properly issue temporary food service licenses. 2. Properly inspect temporary food service establishments and STFU's.
Course Description:	This is a round table format to answer questions and discuss criteria for issuing licenses and conducting inspections.
Suggested Preparation:	None
Location:	At individual local health department offices. It is preferred that several health departments are represented at each session to encourage sharing of ideas. No limit to class size.
When Offered:	Upon request
Course Length:	2-3 hours
Course Contact:	Becky Ouellette, MDA, 517-241-0140, OuelletteR@michigan.gov
Cost:	None
Credit Types Offered:	Individuals may apply for MEHA CEU's
Fulfills Training Requirement For:	Partial fulfillment of 2004 MDA minimum program requirement 5.1 and Important Factor III.

Course Name:	Violation Identification in Food Establishments
Format:	Classroom Lecture
Target Audience:	Local health department (LHD) and Michigan Department of Agriculture (MDA) food program staff.
Course Objectives:	Upon completion of the course, students will be able to: <ol style="list-style-type: none"> 1. Recognize food code violations 2. Categorize violations 3. Determine risk of violations 4. Make appropriate decisions (use professional judgement) 5. Establish code authority
Course Description:	This session focuses on teaching inspectors to properly identify, cite and understand the risks associated with Food Code and Food Law violations. Numerous photos of violations will be shown, with class interaction allowing for discussion, questions and answers.
Suggested Preparation:	Complete Food Law / Food Code training course. Have a thorough knowledge of food safety basics.
Location:	As Announced
When Offered:	As Announced
Course Length:	One day (5-6 contact hours)
Course Contact:	Rodger Griffith, MDA, 517-241-0932, griffithr@michigan.gov
Cost:	None
Credit Types Offered:	Individuals may apply for MEHA CEU's
Fulfills Training Requirement For:	Partial fulfillment of 2004 MDA minimum program requirement 5.1 and Important Factor III.