

Office of Training Education and Development (OTED)  
*This course announcement shall not be changed in any format.*

# FD312 Special Processes at Retail

Virtual Instructor-Led Training via Zoom

**February 10-14, 2025**

**11:00 a.m. – 4:00 p.m. (EST)**

Pending Availability of FY25 Funds

## Student Information

<b>COURSE DESCRIPTION</b>	<p>This 5-day virtual course explores the specific types of food processing in retail food establishments which are required by the FDA Food Code to have a variance and mandatory HACCP plan. Topics will include:</p> <ol style="list-style-type: none"><li>1. Smoking</li><li>2. Curing</li><li>3. Use of Food Additives</li><li>4. Reduced Oxygen Packaging</li><li>5. Live Molluscan Shellfish Tanks</li><li>6. Sprouted Seeds</li><li>7. Processing and Packaging Juice</li><li>8. Custom Processing of Animals</li><li>9. Any other process determined by a Regulatory Authority to require a variance/HACCP plan</li></ol> <p>The course will focus on the microbiology of these various forms of food processing at retail, specific concerns for each process, and necessary controls for the hazards associated with each process. Emphasis will be placed on reduced oxygen packaging (ROP) in retail settings. The course will include practical evaluation of various food samples, verification, and validation of HACCP plans, and approaches to conducting inspections.</p>
<b>COURSE OBJECTIVES</b>	<p>Upon completion, students will be able to:</p> <ul style="list-style-type: none"><li>• Identify key terms in special processing requiring HACCP systems/variances using a risk-based approach to identify potentially hazardous foods prepared by special processes, -TCS by adding components or food additives in retail and food service establishments and ensure that appropriate controls are in place to ensure safety</li><li>• Describe the custom process of meat for personal use to identify food safety hazards related to custom processing to ensure that appropriate controls are in place to ensure safety</li><li>• Describe the provisions for TCS food in the FDA Food Code related to the curing,</li></ul>

- Identify food safety hazards related to curing and smoking of meat and poultry in retail establishments
- Recognize key concepts related to the fermentation of sausages at retail and in food establishments
- Recognize key concepts related to the packaging juice at retail
- Describe factors affecting the food safety of sprouting
- Recognize key concepts for operating molluscan shellfish display tanks at retail

**TARGET AUDIENCE**

This course is designed for:

	<ul style="list-style-type: none"> <li>x Individuals must request their own registration in the system and cannot request a registration for someone else.</li> <li>x If your registration is approved, you will be notified via email of next steps. If we are not able to grant registration at this time, you will be notified via email as well.</li> <li>x <b>If your registration is approved, we may request additional information to finalize your request.</b> This request is sent via email as registration requests are approved or around the registration deadline. Failure to submit such information may result in forfeiture of approved registration.</li> </ul> <p><b>Need help?</b> Email <a href="mailto:APPSDesk@fda.hhs.gov">APPSDesk@fda.hhs.gov</a> for assistance with ORA LearnEd. Refer to the <b>Points of Contact</b> section and your Supervisor for additional information.</p>
<p><b>COURSE COMPLETION REQUIREMENTS</b></p>	<p>To receive credit for this course, you must:</p> <ul style="list-style-type: none"> <li>x Access a computer with Internet access, email, and audiovisual capabilities</li> <li>x 100% attendance daily and join on-time, Zoom opens 15 minutes early</li> <li>x Participate in the full course including course discussions, exercises, workshops, presentations, and assessments.</li> </ul>
<p><b>COURSE CREDIT (CEUs)</b></p>	<p>32 contact hours 3.2 CEU's</p>
<p><b>TECHNICAL REQUIREMENTS</b></p>	<p><b>Technical Requirements:</b>  One day prior to the course, access the Zoom link and ensure link, audio, and video can connect, contact your IT staff with issues.</p> <ul style="list-style-type: none"> <li>x Internet access</li> <li>x Computer with functional camera and speakers</li> <li>x Phone: A separate phone line is recommended but not required. However, only dialing in to the session alone is not permitted for successful completion.</li> <li>x Confirm database/applications access, as applicable</li> <li>x Two (2) monitors are recommended but not required.</li> </ul> <p><b>Log-In:</b>  On the day of the course, login at least 15 minutes prior to the course start time.</p>

## Information for Program Training Officers

<b>PTO DEADLINE</b>	The PTOs (including ORA, State, Center Training and OIP contacts) must ensure interested students complete the Enrollment Request Form in LearnED by <b>COB December 10, 2025</b> .	
<b>SLOT ALLOCATIONS</b>  Additional slots need the approval of the OTED Training Officer, Program Training Officer, and the Office of Partnerships (OP), as applicable.	<b>Program Area</b>	<b>Number of Slots</b>
	FDA/OSCP	2
	States	38
	International	*Please contact <a href="mailto:ORA-OTED-Retail@fda.hhs.gov">ORA-OTED-Retail@fda.hhs.gov</a>
	<b>Total Class Slots</b>	40

/s/  
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