

Handwritten notes and signatures in the top right corner, including a circled 'JH' and the word 'all'.

INSTRUCTIONS

Click on the Edit button to edit the form. Click the Save button to ensure your data will not be lost before navigating away from the form. When you have completed the form, click Submit.

Category 2 - Moderate Projects

Washoe County Health District

R-MP-1810-06328 | \$19,800.00 | Grant Year: Year 6 (Sept/Oct 2018)

NC State Retail HACCP and Validation and Verification Course

ORGANIZATION INFORMATION

Organization : Washoe County Health District
Primary Contact: Amber English
Jurisdictional Level: Local

AUTHORIZING OFFICIAL INFORMATION

The Authorizing Official is the person in your jurisdiction who is authorized to approve this grant contract if awarded.

Authorizing Official Title: District Health Officer
Authorizing Official First Name: Kevin
Authorizing Official Last Name: Dick
Authorizing Official Email: kdick@washoecounty.us
Authorizing Official Phone: 775-328-2461

Handwritten signature of Kevin Dick, with a blue line drawn through it.

PROJECT INFORMATION

Have you conducted a Self-Assessment of all nine Retail Program Standards?

Self-Assessment Conducted: Yes

Date of Most Recent Self-Assessment: 10/3/2016

INSTRUCTIONS

1. Click [here](#) to download a list of definitions of **Standards - Elements** to guide you in making your selections.
2. Select from the **Standards** list below.

You can select multiple values (Standards) by holding your Ctr key on a PC or Cmd key on a Mac.

Double click values or click the > arrow button to move your selections from the left to the right side.

3. Review the **Element** selection boxes that subsequently appear, corresponding to each **Standard** you have selected. Select the **Elements** that apply.

You can select multiple values (Elements) by holding your Ctr key on a PC or Cmd key on a Mac.

Double click values or click the > arrow button to move your selections from the left to the right side.

Standards: Standard No. 2 - Trained Regulatory Staff, Standard No. 3 - Inspection Program Based on HACCP Principles, Standard No. 7 - Industry and Community Relations, Standard No. 4 - Uniform Inspection Program

Standard 2 - Elements: Element 5A, Element 2B, Element 4A, Element 4B

Standard 3 - Elements: Element 5A, Element 6A

Standard 4 - Elements: Element 2.VII, Element 2.IX

Standard 7 - Elements: Element 1A, Element 1B

*Please note the **Project Title** has a limit of 255 characters. The system will automatically truncate text longer than this amount.*

Project Title: NC State Retail HACCP and Validation and Verification Course

Project Start Date must start on or after 01/01/2019.

Project Start Date: 1/1/2019

Project End Date must be completed by 12/31/2019.

Project End Date: 9/1/2018

Amount Requested: \$19,800.00

Project Summary:

The Washoe County Health District (WCHD) is responsible for conducting compliance inspections at over 3,600 food establishments in the Reno/Sparks area. The Reno area restaurant scene has experienced significant growth over last several years with food establishment permits up 12 percent since 2012. Due to the growth of the local food movement, more advanced educational techniques among culinary professionals, and specific flavor and texture preferences, many of these establishments are conducting specialized food processes that require HACCP plans and/or code waivers including fermentation, acidification, reduced oxygen packaging, cook-chill, and sous vide. Often times, inspectors fail to identify these processes, or are intimidated by terms such as "HACCP" and "waivers." As a result, the process may be either suspended leaving the establishment operator frustrated, or allowed to continue with no food safety controls leaving the public at risk.

The WCHD would like to enhance knowledge of these processes while also making efforts to bridge the gap between regulators and food industry by having NC State University teach their Retail HACCP Validation and Verification course in Reno. The project would include two consecutive two-day courses and a half-day train the trainer session. The first two-day session would include seats for 20 regulatory staff including WCHD staff and staff from neighboring Nevada jurisdictions (State of Nevada, Carson City, and Southern Nevada) and 3 seats available for food industry participants. The second two-day session would include 20 seats available for regulatory staff and 4 seats for food industry participants. The half-day train the trainer session will include five seats for the following participants: two WCHD regulatory staff, representatives from the Nevada Restaurant Association, the University of Nevada, and a local food establishment operator.

Objectives and Timelines:

Feb 25, 2019, Half-day Train the Trainer: the five trainers who attend this session and both days of the course will be granted access to training materials and be approved to deliver future courses in Washoe County.

Feb 26 and 28, 2019, Each Session Day One : classroom training on: review and background of HACCP plans and code waiver/variance requests as outlined in the most recent version of the FDA Food Code (consistent with WCHD regulations), discussion on processes that do not require a HACCP plan or waiver but may be confused with specialized processes, and application of concepts including critical control points, critical limits and prerequisite programs.

Feb 27 and 29, 2019, Each Session Day Two: hands on activities at stations where products will be prepared using the specialized processes listed above with exercises to reinforce day-one training.

All course materials and equipment will be provided by NCSU. Day one training room will be provided by the WCHD and day two room will be provided by the a local food establishment.

Project Members:

WCHD Project Coordinator: Amber English, Senior Environmental Health Specialist. Amber is responsible for the oversight and implementation of the Program Standards as well as activities related to food establishment inspection compliance, HACCP activities, enforcement, and training. Amber will be the main point of contact for NC State staff and will oversee the logistics of the course. Amber will also participate in the train the trainer session and will coordinate future WCHD courses with the remaining train the trainer participants.

Natalie Seymour, Program Coordinator NC State. Natalie Seymour is an Extension Associate at NC State University with a focus on prevention and control of foodborne illnesses at the retail and food service level. Natalie is a member of the teaching team and will also coordinate course logistics including providing materials and supplies.

Dr. Ben Chapman, Program Lead, NC State. Dr. Chapman is an associate professor and food safety extension specialist at NC State University focusing on consumer, retail and food service food safety issues. Dr. Chapman is a member of the course teaching team and will provide the food science perspective.

Veronica Byrant, NC Department of Health and Human Services. Veronica oversees enforcement of State rules, is responsible for training, assists with rule interpretations, and oversees the HACCP Plan review and verification. Veronica is a member of the teaching team and will provide the regulatory perspective.

Project Outcomes:

This project will help the WCHD achieve greater conformance with the following Program Standards:

Standard 2: Enhance staff knowledge and skills of specialized food processes and HACCP plan/waiver requests. The course will help new staff identify these processes and discuss options for compliance and corrective actions with food service operators which is a performance measure in the WCHD field training manual. Additionally, the course will improve staff's ability to complete the HACCP verification exercise during standardization. The course will provide an opportunity for staff to gain food safety continuing education credits and the train the trainer session will allow the WCHD to administer future courses.

Standard 3: Enhance WCHD's HACCP and Waiver Request policies and procedures.

Standard 4: Reinforce staff knowledge of specials processes, HACCP plans/waiver requests and provide techniques that can be used to discuss these processes and options with facility operators. As a result, staff will demonstrate these competencies during Standard 4 field evaluations.

Standard 7 - Provide a forum for input, communication, and information exchange between regulators, industry and academia resulting in improved relationships and trust among industry partners.

Knowledge change will be measured through pre-class and post-class evaluations. Data will be collected and analyzed on the number of trainings, trained staff, and HACCP plans submitted before and after the course.

BUDGET INFORMATION**INSTRUCTIONS**

1. Click the plus sign  to open the **Budget Worksheet**.
2. Provide start and end dates for the budget--*these should align with the Project Start and End Dates provided on the request form above.*
3. Fill in cost item descriptions in the Item column.
4. Fill in cost item amounts in the Budgeted column.
5. Click Save to save the **Budget Worksheet**.
6. To edit the **Budget Worksheet**, click the edit icon  to open the form.
7. The portal forms do not auto-save. You must click the **Save** button to ensure your data will not be lost.

Budget Worksheet

Budget Period	Budget	Actual	Variance
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Budget Period	Budget	Actual	Variance
Year 6 Budget: 1/1/2019 to 9/30/2019	19,800	0	19,800
Total	19,800	0	19,800

Budget Snapshot

	Year 6 Budget 1/1/2019 to 9/30/2019		
	Budget	Actual	Variance
Personnel Costs			0
Custom: Registration for Session 1	8,625		8,625
Custom: Registration for Session 2	9,000		9,000
Custom: Train the Trainer Registration	375		375
Custom: Indirect Costs	1,800		1,800
Custom: 5			0
Custom: 6			0
Custom: 7			0
Custom: 8			0
Custom: 9			0
Custom: 10			0
Total	19,800	0	19,800

Budget Narrative (Maximum of 1,500 Characters):

NC State Retail HACCP Validation and Verification Course Budget:

Two consecutive, 2-day sessions:

Registration for Session 1 \$375/person @ 23 persons = \$8,625

Registration for Session 2 \$375/person @ 24 persons = \$9,000

Train the Trainer \$75/person @ 5 people = \$375

Indirect Costs (10%) \$1,800

Total \$19,800

VERIFICATIONS

You must create and save a **Budget Worksheet** before you can submit the form. After saving the Budget Worksheet:

1. Click the checkbox below to verify you completed the **Budget Worksheet**.
2. A pop-up box will appear.
3. Optional: the pop-up box has a Note field. Leaving a note here is optional.
4. Click the **Save** button to save your checkmark--*once checked, these cannot be unchecked*.

☐ I confirm that I have completed the Budget Worksheet.