INFORMATION MEMORANDUM

Number 17 - IM -01

Supersedes

Expiration Date

DATE: February 22, 2017

TO: Area Agencies on Aging Directors
Nutrition Coordinators
Registered Dietitians
Meal Site and Kitchen Managers

SUBJECT: Food Safety and Sanitation Training 2017

PURPOSE: The purpose of this IM is to provide information about the annual food safety and sanitation training, confirm the training schedule, and transmit registration instructions.

BACKGROUND: The New York State Office for the Aging (NYSOFA) and the New York State Department of Health (NYSDOH) Bureau of Community Environmental Health and Food Protection will offer regional Food Safety and Sanitation training at six locations. This year, ServSafe® Food Safety Program for Managers will be provided in Amherst. http://www.servsafe.com/manager/food-safety-training-and-certification.

NECESSARY ACTION: Please register online by Friday, March 24, 2017 using the links provided below each training location. Training locations are listed on the following pages. Registration for the ServSafe® class is limited and is on a first come, first serve basis.

TRAINING INFORMATION: The ServSafe® training session in Amherst is scheduled to begin at 8:00 am and end by 5:00 pm. The traditional Food Safety and Sanitation training sessions will start at 9:00 am and end by 4:00 pm.

ServSafe® participants will receive class materials in the mail prior to the training date. These materials must be reviewed and then brought to the in-person training. The certification exam will be held at the end of the training session. Please note that no
food or drink will be served at any of the training sessions, training staff will have information on nearby eateries for lunch, dress attire is business casual, and expenses incurred by staff to attend these workshops are allowable under Title III-C or WIN.

If you require an accommodation to participate, please contact Druid Montgomery at (518) 473-3387 by March 24, 2017.

WHO SHOULD ATTEND: The training sessions are designed for AAA staff responsible for oversight of their nutrition program, registered dietitians, program cooks and those who train food preparers and handlers. ServSafe® participants must attend the full session and pass the exam to receive certification.

TRAINING CONTENT: Training will be conducted by Paul Buchanan, Senior Sanitarian, NYSDOH Bureau of Community Environmental Health and Food Protection.

<table>
<thead>
<tr>
<th>ServSafe® Training</th>
<th>Food Safety and Sanitation Training</th>
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<tr>
<td>7/21/2017- Amherst, NY</td>
<td>4/6/2017- Rensselaer, NY</td>
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<td>4/19/2017- Lake Placid, NY</td>
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<td>4/26/2017- Ithaca, NY</td>
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<td>5/2/2017- Manhattan, NY</td>
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<td>5/3/2017- Brooklyn, NY</td>
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<table>
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<tr>
<th>Agenda</th>
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<tr>
<td>7:30-8:00 Registration</td>
<td>8:30 Registration</td>
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<tr>
<td>8:00-8:20 Introductions, Class Overview</td>
<td>9:00 Welcome, Introductions and Pre-test</td>
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<td>8:20-8:50 Providing Safe Food</td>
<td>Foodborne Illness Update</td>
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<td>8:50-10:00 Forms of Contamination (includes a 15 minute break)</td>
<td>Recent Foodborne Illness Outbreaks in NYS: Preventative Strategies and Lessons Learned</td>
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<td>10:00-10:30 The Safe Food Handler</td>
<td>Food Recall Notices</td>
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<tr>
<td>10:30-11:00 The Flow of Food: An Introduction</td>
<td>Food Safety (Part I)</td>
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<tr>
<td>11:00-11:30 The Flow of Food: Purchasing, Receiving and Storage</td>
<td>12:00-1:00 Lunch on your own</td>
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<tr>
<td>11:30-12:30 Lunch on your own</td>
<td>1:00 Q &amp; A on specific NYSOFA Food Safety Issues</td>
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<tr>
<td>12:30-1:30 The Flow of Food: Preparation</td>
<td>Food Safety (Part II)</td>
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<td>1:30-2:15 The Flow of Food: Service (includes a 15 minute break)</td>
<td>Food Safety Bingo</td>
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<td>2:15-2:45 Food Safety Management Systems</td>
<td>Reduced Oxygen Packaging (ROP)</td>
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<td>2:45-3:30 Sanitary Facilities and Pest Management</td>
<td>Hand washing with Glo-Germ Kits, Challenge</td>
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<td>3:30-4:00 Cleaning and Sanitizing</td>
<td>What’s in the Bag? Exercise</td>
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<td>4:00-5:00 Exam</td>
<td>Thermometer Calibration Station</td>
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<td>5:00 Adjourn</td>
<td>3:30 Post-test and Evaluation</td>
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<td>4:00 Adjourn</td>
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TRAINING LOCATIONS:

1. Thursday, April 6, 2017 Rensselaer (Rensselaer County)
   Register: [https://www.surveymonkey.com/r/RensselaerRegistration](https://www.surveymonkey.com/r/RensselaerRegistration)
   The University at Albany Health Sciences Campus
   School of Public Health
   George Education Center, Room 110
   1 University Pl
   Rensselaer, NY 12114
   Note: (in East Greenbush, NY- only the mailing address is Rensselaer).
   Campus Map: [http://www.albany.edu/sph/images/East_Campus_map.pdf](http://www.albany.edu/sph/images/East_Campus_map.pdf)

2. Wednesday, April 19, 2017 Lake Placid (Essex County)
   Register: [https://www.surveymonkey.com/r/LakePlacidRegistration](https://www.surveymonkey.com/r/LakePlacidRegistration)
   Conference Center at Lake Placid
   Rm: North Elba (ground level)
   2608 Main Street
   Lake Placid, NY 12946
   Note: Municipal parking lot is located across the street from the conference center. It is $5 a day.

3. Wednesday, April 26, 2017 Ithaca (Tompkins County)
   Register: [https://www.surveymonkey.com/r/IthacaRegistration](https://www.surveymonkey.com/r/IthacaRegistration)
   Tompkins County Public Library
   101 East Green Street
   Ithaca, NY 14850
   Note: Paid parking available in Green Street garage on left side, directly across from the library; also parking available in Cayuga Street garage, directly behind library. The training entrance is to the left of the main entrance in the back of the building, look for a green canopy.

4. Tuesday, May 2, 2017 Manhattan (New York City)
   Register: [https://www.surveymonkey.com/r/ManhattanRegistration](https://www.surveymonkey.com/r/ManhattanRegistration)
   New York State Department of Health
   90 Church Street, 4th floor room 4 CR-A/B
   New York, NY 10007
   Note: Photo ID is required to enter the building. Please remember to bring work ID. No food or drink is permitted in the training room.
5. Wednesday, May 3, 2017 Brooklyn (New York City)
   Register: https://www.surveymonkey.com/r/BrooklynRegistration

   NYS Department of Agriculture and Markets
   55 Hanson Place
   Room: 3rd floor conference room
   Brooklyn, NY 11217

   Note: Photo ID is required to enter the building. Please remember to bring work
   ID. No food or drink is permitted in the training room.

6. Friday, July 21, 2017 Amherst  (Erie County)
   Register: https://www.surveymonkey.com/r/AmherstRegistration
   ServSafe Training

   Amherst Center for Senior Services
   370 John James Audubon Parkway
   Amherst, New York 14228

   Note: The Senior Center is located in the back of the Amherst Senior Center
   complex property. Parking available in the front of building.

   PROGRAMS AFFECTED:
   □ Title III-B  ☑ Title III-C-1  ☑ Title III-C-2
   □ Title III-D  □ Title III-E  □ CSE  ☑ WIN  □ Energy
   □ EISEP  □ NSIP  □ Title V  □ HIICAP  □ LTCOP
   □ Other:

   CONTACT PERSONS:

   Druid Montgomery, M.S., R.D.  TELEPHONE (518) 473-3387
   Email: Druid.Montgomery@aging.ny.gov

   NYC Trainings Only
   Jenifer O'Keefe, M.S., R.D.  TELEPHONE (518) 408-1197
   Email: Jenifer.Okeefe@aging.ny.gov