



United States  
Department of  
Agriculture

Food Safety  
and Inspection  
Service

Washington, D.C.  
20250

**TO:** Chief Inspection Officials

**November 20, 2003**

**FROM:** Karen Stuck  
Assistant Administrator  
Office of International Affairs

**SUBJECT:** Meat and Poultry Inspection Seminars for International Government Officials

The Food Safety and Inspection Service (FSIS) of the U.S. Department of Agriculture (USDA) is pleased to announce three Meat and Poultry Inspection Seminars for the coming year. Each year, FSIS presents inspection seminars that provide an overview of meat and poultry inspection regulations and procedures utilized by FSIS to assure that products are safe, wholesome and properly labeled. The seminars cover issues from farm to table, including HACCP and Pathogen Reduction; animal production; import and export procedures; and the roles of FDA, State, and local inspection agencies. This year, three seminars are planned at three separate locations.

The first seminar is scheduled for **May 11 to May 27, 2004**, and will be held in cooperation with the University of Puerto Rico, Mayaguez. The 3-week seminar will include an overview of FSIS, including introduction to Hazard Analysis and Critical Control Points (HACCP), pathogen reduction, import and export policies and procedures, equivalence, animal production, and field visits to import and export locations and processing and slaughter plants. This seminar will be conducted entirely in the Spanish language. Participation will be limited to thirty (30) individuals. The University of Puerto Rico, Mayaguez, requires a registration fee of \$550.

The second seminar is scheduled for **June 7 to 24, 2004**, and will be conducted at the FSIS Center for Learning, Crystal Park Plaza, College Station, Texas. This 3-week seminar will also provide an overview of FSIS, including introduction to Hazard Analysis and Critical Control Points (HACCP), pathogen reduction, import and export policies and procedures, equivalence, animal production, and field visits to import and export locations and processing and slaughter plants. Fluency in the English language is a prerequisite for this seminar. Participation in this seminar will be limited to forty (40) individuals.

The third seminar is scheduled for **September 13 to 24, 2004**, and will be held at the FSIS Technical Service Center located in Omaha, Nebraska. The seminar will be a 2-week in-depth technical seminar for senior international government officials focusing on verification and enforcement of HACCP and pathogen reduction regulations. This is an advanced seminar intended for officials who have a working knowledge of HACCP principles and their application in a meat or poultry processing plant. Fluency in the English language is also a prerequisite for this seminar. Participation in this seminar will be limited to forty (40) individuals.

**PLEASE NOTE: *Applicants MUST be government meat and poultry inspection officials. Applicants must be fluent in the Spanish language for the seminar in Puerto Rico and fluent in the English language to attend the seminars in College Station, Texas, and Omaha, Nebraska. Because of the limited spaces available, applicants will be admitted to only one of the seminars listed above. The advanced seminar is recommended for those Officials who have 5 or more years of experience in the field of meat and poultry inspection.***

Applicants must complete the enclosed application form. The completed form must be submitted by the applicant's financial sponsor and received by the FSIS Office of International Affairs, Room 2137-South Building, Washington, D.C. 20250, no later than **January 15, 2004**. If possible, please submit the application by e-mail to [Cheryl.davis@fsis.usda.gov](mailto:Cheryl.davis@fsis.usda.gov), or by facsimile transmission to Ms. Davis at 202-690-3981. Applicants must include an e-mail address and/or a FAX number on their application for proper notification.

Applications are processed on a first come, first served basis, as the class size is limited. FSIS receives more than twice the number of applications than can be accommodated. Early submittal of applications is therefore encouraged. Participants who are selected to attend the seminars in Puerto Rico and College Station will be notified by **February 15, 2004**. Participants selected to attend the seminar in Omaha will be notified later in the year.

Applicants are responsible for obtaining financial sponsors for their round trip air transportation to the University of Puerto Rico, Mayaguez; College Station, Texas; or Omaha, Nebraska, for their lodging, meals, and other miscellaneous expenses.

The application form is enclosed and may be used to sign up for any one of the three seminars. Additional information about the meat and poultry inspection seminars can be obtained by visiting the FSIS Web Site at:  
<http://www.fsis.usda.gov/OFO/HRDS/INTERNAT/seminar/overview.html>.

Enclosure

UNITED STATES DEPARTMENT OF AGRICULTURE  
FOOD SAFETY AND INSPECTION SERVICE

*Meat and Poultry Inspection Seminars for International Government Inspection Officials*

**Application Form**

**Section I. Please check the seminar you prefer to attend:**

- \_\_\_\_\_ May 11-May 27, 2004, University of Puerto Rico, Mayaguez (*Spanish*)
- \_\_\_\_\_ June 7-June 24, 2004, College Station, Texas (*English*)
- \_\_\_\_\_ September 13-September 24, 2004, Omaha Nebraska (*English-- Advanced Seminar*)

**Section II. Personal Information (Please type or print clearly):**

Name (Dr/Mr/Mrs/Miss/Ms): \_\_\_\_\_

Position/Title/Name of Agency: \_\_\_\_\_

Country of Citizenship: \_\_\_\_\_

Business Mailing Address: \_\_\_\_\_

Business Telephone # and FAX #: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Medical Conditions: \_\_\_\_\_

Name, Address and Telephone Number of Person to Contact in Case of Emergency:  
\_\_\_\_\_  
\_\_\_\_\_

**Section III. To be completed by the Inspection Director or Financial Sponsor:**

*I nominate the above named Government Official to attend the 2004 Meat and Poultry Inspection Seminar. For those officials nominated to attend the session in Puerto Rico, I certify that the applicant is fluent in the Spanish language. For those officials nominated to attend one of the sessions taught in English, I certify that the applicant is fluent in the English language.*

Name/Title/Address: \_\_\_\_\_

Telephone and FAX No: \_\_\_\_\_

Send completed form to Cheryl Davis by e-mail at [Cheryl.davis@fsis.usda.gov](mailto:Cheryl.davis@fsis.usda.gov)  
or by FAX at (202) 690-3981 by January 15, 2004.