



**Instructor:**

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**Course Description:**

Risk management methodology including investigation of food and feed firms, conducting internal compliance audits; sample collection, chain-of-custody, trace-back and trace-forward, recalls, label review, data interpretation, risk ranking, resource prioritization, incident command and rapid response.

**Student Credit Hours: 3**

**Prerequisites:** SCSC 634 Regulatory Science: Principles & Practices in Food Systems

**Course Goals**

After completing this course, students will possess a practical knowledge to develop a science-based plan of work to manage risk, conduct an investigation, achieve regulatory compliance, evaluate the effectiveness of a regulatory agency and respond to a crisis using incident command.

**Key Topics**

This course will address the following topics:

- Strategies in Developing a Plan of Work
- Investigation Procedures
- Incident Command and Other Crisis Management Techniques
- Techniques to Achieve Compliance

**Textbooks**

No required textbooks.

**Technology Requirements**

To ensure successful participation, students must have access to:

- A computer that is less than 4 years old;
- High-speed Internet connection (cable/DSL or better) & updated browser;
- Office software such as Microsoft Word, PowerPoint & Excel or equivalent;
- Common plug-ins (e.g., Adobe Reader, Flash Player, virus protection, etc.);
- Microphone and speakers; and
- CD/DVD player/burner.



### **Software Requirements:**

Students must have access to a PC with Excel 2003-2013 (available at <https://software.tamu.edu>)

### **Course Tools**

Blackboard Learning Management System

All course materials and activities will be presented using the Ecampus Learning Management System.

You access Ecampus by logging into <http://ecampus.tamu.edu>

Before you access course materials, please perform Vista Browser Check by clicking on the Check Browser Support link.

### **Class Readings**

Readings will be taken from other reference materials including government publications and standards. Most readings will be available in Ecampus in .pdf format. Other readings will be available online, with a hyperlink provided in Ecampus.

### **Lecture Presentations**

Online slide presentations with audio or each module can be accessed from Ecampus. The slides for each presentation will be provided as a .pdf file which can be downloaded and printed.

### **Discussions**

Four graded discussions will be held on the discussion forum on the course management system. Your responses to the questions posted to the discussion board will be evaluated and included in your final grade. Ungraded discussions are good way for you to communicate with other students and the instructor and to share ideas and insights. If you need an immediate answer, please e-mail me directly.

### **Homework Assignments**

Four homework assignments assess your understanding of concepts presented throughout the course.

### **Quizzes**

There will be three quizzes on the course readings and presentations. All quizzes will be administered through the course management system.

### **Exams**

There are no exams for this course.

### **Projects**

Project #1: Evaluate a food additive petition

Project #2: Write a recall plan



**Grading**

Your grades will be determined as follows:

4 Discussions	20% of total grade
3 Quizzes	15% of total grade
4 Homework Assignments	25% of total grade
2 Projects	40% of total grade

A	≥90%
B	<90% ≥80%
C	<80% ≥70%
D	<70% ≥60%
F	<60%

**Grading Policy**

Class projects, quizzes, homework and discussions must be completed on the dates set by the instructor on the course website unless prior approval has been granted by the instructor.

**Attendance, Homework and Make-up Exam Policy**

Due to the participatory nature of this Web-based class, regular log-in to the course Web site is expected. Excused absences are subject to TAMU rules and guidelines please see:

<http://student-rules.tamu.edu/rule07> for details.

**Instructor/ Student Communication**

Please send all e-mails to the email address: [tjh@otsc.tamu.edu](mailto:tjh@otsc.tamu.edu). I will not use the e-campus Mail Tool. Please post any questions you have about the material to the discussion board so other students can respond to it and/or benefit from the ensuing discussion. I will read the discussion board and will reply to messages when necessary.

**University Policies**

American Disability Act (ADA)

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you believe you have a disability requiring an accommodation, please contact Disability Services, in Cain Hall, Room B118, or call 845-1637. For additional information visit <http://disability.tamu.edu>.

**Copyright**

Course packets and all other materials generated and/or used during this course are copyrighted. Because these materials are copyrighted, you do not have the right to copy the course packets, unless the instructor expressly grants permission.

**Academic Integrity Statement**

“An Aggie does not lie, cheat, or steal or tolerate those who do.”

For more information, read the Honor Council Rules and Procedures at

<http://student-rules.tamu.edu/aggiecode>

**Course Schedule**

<i>Week</i>	<i>Topic</i>	<i>Assignments</i>	<i>Due Date</i>
<b>Unit 1 – Strategies in Developing a Plan of Work</b>			
<b>1</b> Jan. 20 - 25	Introduction to Regulatory Science Methodology in Food Systems	Self-intro Discussion	1/25/15
<i>Martin Luther King, Jr. Day, Monday, January 19</i>			
<b>2</b> Jan. 26 – Feb. 1	Creating a Statistically Derived Risk-Based Plan of Work	Discussion	2/1/15
<b>Unit 2 – Investigation Procedures</b>			
<b>3</b> Feb. 2 – 8	Inspectional Techniques <ul style="list-style-type: none"> <li>• Sampling Statistics</li> <li>• Contaminant Sampling</li> <li>• Environmental &amp; Microbiological Sampling</li> <li>• Chain-of-Custody</li> </ul>	Homework	2/8/15
<b>4</b> Feb. 9 - 15	Inspectional Techniques <ul style="list-style-type: none"> <li>• Ingredient approval</li> <li>• Feed &amp; Food Label Review</li> </ul>	Discussion	2/15/15
<b>5</b> Feb. 16 - 22	Inspectional Techniques <ul style="list-style-type: none"> <li>• Food additive petition</li> </ul>	Homework	2/22/15
<b>6</b> Feb. 23 – Mar. 1	Inspectional Techniques <ul style="list-style-type: none"> <li>• Animal Feed Establishments</li> </ul>	Quiz	3/1/15
<b>7</b> Mar. 2 - 8	Inspectional Techniques <ul style="list-style-type: none"> <li>• fertilizer, grain and produce</li> </ul>	Homework	3/8/15
<b>8</b> Mar. 9 - 15	Inspectional Techniques <ul style="list-style-type: none"> <li>• Food, seafood, milk</li> </ul>	Project #1	3/22/15
<i>Spring Break March 15-19</i>			
<b>Unit 3 –Crisis Management Techniques</b>			
<b>9</b> Mar. 23 - 29	Incident Command	Homework	3/29/15
<b>10</b> Mar. 30 – Apr. 5	Rapid Response	Table-Top Exercise	4/5/15
<b>11</b> Apr. 6 - 12	Recall and Traceability	Quiz	4/12/15
<b>Unit 4 – Techniques to Achieve Compliance</b>			
<b>12</b> Apr. 13 - 19	Compliance Strategies and Enforcement	Project 2	4/19/15
<b>13</b> Apr. 20 - 26	Industry Compliance Strategies and Programs	Quiz	4/26/15
<b>14</b> Apr. 27 - May 4	Self-Regulation	Discussion	5/3/15