

**SMALL SCALE FOOD PROCESSOR ASSOCIATION'S  
(SSFPA)  
WORK PLAN  
for the  
Canadian Food Safety and Quality Program  
FOOD SAFETY INITIATIVE  
TRIAL BRITISH COLUMBIA IMPLEMENTATION ELEMENT**

**February 1, 2007**



***The Agricultural Policy Framework (APF)*  
A FEDERAL-PROVINCIAL-TERRITORIAL INITIATIVE**

## **A. Project Overview**

Agriculture and Agri-Food Canada (AAFC) and the Provinces/Territories have developed and are jointly funding (60:40) the Agricultural Policy Framework (APF). The Food Safety Initiative (FSI) within the Canadian Food Safety and Quality Program (CFSQP) was developed as one component of the APF agreement.

The FSI is intended to increase awareness, knowledge and support for the implementation of food safety management systems in eligible non-federally registered processing plants. (Note: Federally registered processing plants, fish/seafood processing plants, restaurants and retail food service establishments are not eligible for funding under this program). Two distinct elements (hereafter referred to as programs) under the FSI include:

**Outreach** - Funding for activities directed at the processing industry that advance food safety awareness, knowledge development and implementation of food process control systems. This program also includes pilots, generic model development and related administration.

**Implementation** - Funding for non-federally registered food processing plants to move towards Good Manufacturing Practices (GMP) or put in place certified Hazard Analysis Critical Control Point (HACCP) and/or ISO 22000 food safety systems. The ultimate recipients of federal funds are individual food processing plants.

In British Columbia (B.C.), the Ministry of Health is responsible for regulations pertaining to food safety; the regional Health Authorities and B.C. Centre for Disease Control (BCCDC) are responsible for administering regulations. For this reason, the Ministry of Agriculture and Lands (MAL) met with provincial and regional health representatives to introduce the CFSQP-FSI Program and develop a proposal for delivery of the program in B.C. A proposal for a \$2.64 million Outreach program to be

delivered by the BCCDC was subsequently developed and approved and is now underway.

Outreach is intended to be the first step in a process leading to the implementation of food safety systems in all eligible processing facilities in the province. The goal of the program is to inform 100% of B.C.'s eligible food manufacturers of the need for GMP and/or HACCP food safety systems. Development, distribution and utilization of informational and training resources followed by training workshops, then one-on-one extension services, will lead to an ultimate goal of approximately 55% of these companies starting to implement food safety programs.

To complement the Outreach program, the Small Scale Food Processor Association (SSFPA) proposes to trial a FSI Implementation program. This program will build on the Outreach program by providing direct financial support to approximately 50 eligible non-federally registered food facilities in B.C. that implement GMP or HACCP food safety systems in their plants.

Although the \$980,000 worth of funding allocated to the Implementation program will support less than 5% of B.C. food processors, the program is expected to reach many of those most in need. This may include producers of higher risk foodstuffs, those under market pressure to have food safety systems in place, and the newest and smallest companies who often have little extra resources for the food safety efforts they would like to make.

Pending early success of this trial program, it is hoped that additional funds can be secured so the program can be extended and expanded as appropriate.

## **B. Implementation Activities**

The SSFPA will administer and deliver the program in B.C. To accomplish this, it will hire a manager for the year and a half year term of the program who will be responsible for:

- Preparation and execution of approved annual work plans to deliver the program
- Establishing and maintaining required administrative, financial and performance/progress reporting systems and procedures
- Fulfilling other obligations and commitments specified within the collateral and delivery agreements for the program

The Implementation program consists of one project between 2006 and March 31, 2008. Should circumstances change, this allocation may have to be revised and an amended work plan and budget will be developed and subsequently approved by MAL.

### **Year 1 and 2 (2006/2007 and 2007/2008):**

#### **Project 1**

This project has been removed from the FSI Implementation Element.

At this time the B.C. FSI program is to recognize only certain third party HACCP standards, removing the need for development of a B.C. HACCP standard.

The final version of the GMP checklist developed by **Outreach** has been deemed to be satisfactory to the needs of Implementation.

The development of a suitable processor work plan format will be included as part of materials development for Project 2: GMP/HACCP Implementation Assistance.

## **Project 2 (\$893,281)**

### **GMP/HACCP Implementation Assistance**

Provide funding assistance to approximately 50 processors to support implementation of GMP or HACCP in their plants. Eligible processors will be able to apply for assistance only for non-capital expenditures with the exception of purchases up to \$2,500 for equipment directly related to implementing GMP and/or HACCP. 90% funding of eligible costs up to \$15,000 is available for a plant that implements GMP and up to \$20,000 for successful HACCP certification with an additional \$3,000 per additional HACCP Plan, up to a maximum of \$29,000. An estimated 50 processors will be assisted, at an average level of approximately \$16,500. It is expected that 1/3 of these would be assisted during 2006/2007 and 2/3 would be assisted in the 2007/2008 fiscal year. These funds will be available on a first come, first serve basis to encourage all eligible food processing companies (regardless of their affiliation with SSFPA) to move quickly towards these food safety standards.

After applications are received and approved, a gap analysis of the applicant's current status will be performed to indicate the areas that require work for funding under the program. A work plan will then be developed and submitted by the processor as part of the application for Implementation assistance. Processors proceeding to the FSI Implementation element from the FSI Outreach element will already have had an audit and work plan done with the assistance of their Environmental Health Officer prior to applying. Eligible expenses for GMP implementation will be reimbursed after expenses are submitted and activities verified. The method of verification of GMP activities will be either by a final site visit, or by submission of sample documents in the case of small projects, at the discretion of the SSFPA.

To receive payment for HACCP activities beyond the \$15,000 GMP level, proof of HACCP certification must be provided. A final on-site audit will be required to obtain this. Processors will have a choice of acceptable government-recognized national

HACCP standards they may work towards. This list will be published in the FSI Implementation Program and Application Guidelines on the SSFPA web site.

While most B.C. processors will be made aware of the Implementation funding by the activities of the Outreach element, the SSFPA will also facilitate processors' awareness of FSI Implementation assistance by ongoing communication with government and industry through committee and trade events, and will provide web based information, application materials and links on the SSFPA web site.

### **C. Governance, Reporting and Communication of Program**

MAL will enter into a collateral agreement with Agriculture and Agri-Food Canada (AAFC) regarding the implementation of the FSI Implementation program in B.C. MAL, in turn, will enter into an agreement with the SSFPA who will act as the delivery agent for the FSI Implementation element in B.C. The SSFPA will hold and disperse FSI monies and enter into agreements with each recipient firm to execute the program. Monies will be disbursed as reimbursements for eligible GMP and/or HACCP expenses made by individual processors, and as administration expenses of the SSFPA. Funds will be allocated as indicated in the budget. Any changes to these allocations will be referred to MAL for decision.

As the delivery agent, SSFPA will also be responsible for the financial and performance reporting on the program. Program reports will be prepared on a timely basis and forwarded to MAL for submission to AAFC.

A FSI Advisory Committee has been established to ensure effective communication and coordination between industry and government with respect to delivery of the two FSI programs. The committee includes representatives from: Health Protection for each of the five Health Authorities and BCCDC (6), MAL (1), AAFC (1), Canadian Food Inspection Agency (CFIA) (1), the B.C. Food Processors Association (BCFPA)

(1) and the B.C. SSFPA (1). The BCFPA and SSFPA represent the non-federally registered processing industry. MAL chairs this Committee.

The B.C. Food Safety and Quality Working Group and the Canada/B.C. Agricultural Policy Framework Implementation Agreement Management Committee will be kept apprised of progress on the FSI Program in B.C. via regular reporting by the MAL and AAFC representatives who participate in both committees as well as the FSI Advisory Committee.

#### **D. Performance Indicators**

The following is a list of indicators that are consistent with the framework document and will be used to measure and report the success of the aforementioned projects:

- The number of applications received and approved
- The number of GMP gap analyses performed
- The total amount of funds committed and spent
- The number of facilities developing GMPs and/or being certified to HACCP and/or ISO 22000 as a result of the FSI program