

# A TRAINING GUIDE TO TRAINERS MICRONESIA GROWS TECHNOLOGY

A Program to Facilitate Distance Learning for Agriculture and Extension Students at the College of Micronesia-FSM

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## GLOSSARY

#### **CURING**

Α METHOD OF FOOD PROCESSING THAT **INVOLVES** THE APPLICATION OF SALT.

#### PICKLING

IT USES ACIDIC BRINE TO PRESERVE FOOD.

#### DANGER ZONE

REFERS TO THE RANEG OF TEMPERATURE WHEREIN FOOD-BORNE BACTERIA CAN GROW TO UNSAFE LEVELS.

#### SMOKING

INVOLVES EXPOSING FISH OR MEAT TO SMOKE FROM **BURNING WOOD.** 

#### DRYING

REFERS TO SIMPLE Α **MMOISTURE** METHOD OF REMOVAL LIKE SUN-DRYING.

#### FOOD SPOILAGE

A CHANGE IN FOOD THAT RENDERS IT UNFIT FOR EATING.





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## **GENERAL INSTRUCTI**

#### INFORMATION AND INSTRUCTIONS TO THE TRAINER

This manual should be used purely as a facilitator's guide. The sessions under each module are presented with an outcome(s) to facilitate the assessment of participants' understanding and depth of knowledge at the end of each session. Following the outcomes are the topics to be covered and facilitating methodology. However, the facilitator should feel free to adapt the methodology suggested to the needs of participants. To enhance a participatory learning process, some methods of presentation and the steps to follow are therefore outlined. The manual also provides some background information on each session. The information is also meant to aid the facilitator in the preparation for the session. Like all participatory methods, the involvement of the participants in all stages of the learning process is vital. However, all users of this manual must study and research into the content of each module before the presentation. Start each sub-topic and group activity by explaining the objective and learning outcomes expected of them, and ensure they are met.

session should be interactive, participatory, lively and The interesting. Let the participants express themselves in local language, if deemed necessary, for them to understand the concepts. Encourage them to ask questions especially on concepts that they do not understand. Switch to either English or vernacular language when you find some farmers or all of them do not understand you in one of the languages.

Start the session with greetings, welcoming remarks, and introduce yourself. Ensure you have the necessary stationery, equipment, and materials for the trainees: projector, flip charts or whiteboard, whiteboard markers, marking pens, posters, and handouts. Be time conscious as you facilitate the session.

This manual is organized around aspects of Food Processing, its fundamentals and principles, food sanitation, food-borne illnesses, and dietary laws.







#### **USERS OF THE MANUAL**

The manual is intended to be used by facilitators in conducting training workshops across the College of Micronesia-FSM through the aid of C.R.E extension agents and agriculture major students.

#### PRESENTATION METHODOLOGY

The methods of presentation outlined in the manual are suggested as a guide to the facilitator. The facilitator is expected to use his or her judgement in selecting the appropriate method or combination of methods in presenting each session.



#### ASSESSMENT

At the end of each session, the facilitator is expected to assess/evaluate the participants' understanding and level of knowledge by using a simple question and answer session as appropriate. In some of the sessions, assessment questions are suggested as activities whilst in some, the facilitator is given a free hand in determining the kind of questions to be asked. However, all assessments must relate to the session.



## **PROJECT BRIEF**

The Federated States of Micronesia are situated in the Pacific Island region and have a mix of traditional cultures impacted greatly by successive Spanish, German, United Nations Japanese, and United States colonizations and territorial agreements. The food systems here are in transition. Large pelagic and near shore resources are aquatic spread across thousands of kilometers and the potential for misuse is extreme. Local land-based practices mix of agricultural are а traditional and imported crop farming and husbandry. Both ocean- and land-based systems are subject to increasingly challenging results from climate change. In this context, one of the most important tools that local communities have is their knowledge. Showing how traditional with knowledge integrates modern. scientific agricultural research and practices is one of the benefits of a robust CRE program.

The College of Micronesia-FSM is a learnercentered institution of higher education that is committed to the success of the Federated States of Micronesia by providing academic and career & technical educational programs characterized by continuous improvement and best practices. The college is accredited by the Accrediting Commission for Community and Junior Colleges (ACCJC) of the Association of Schools Western and Colleges (WASC). Prior to the coronavirus pandemic, the college was not accredited to offer distance education programs to its students.

Distance education plays a major part in this process of integration now with the pandemic, as academic offerings of the college are exclusively online where feasible. As a result of the Micronesia Grows Technology program, well-trained agricultural workers will adopt best practices in the region, and will succeed in bringing integrated knowledge to local, state, and regional actors. Acting in concert with the college, which serves all four states of the Federated States of Micronesia (FSM), this progress will reach national communities and impact international practices as well-spoken contributions come from these former agricultural research and extension students. Affording them with personal laptop computers will make this possible in a way that faces forward and opens up access to the whole world of internet agricultural offerings in practices. Familiarity with computing helps make this happen.

The Cooperative Research and Extension provides training, (CRE) program knowledge and skill development in agriculture and aquaculture, nutrition, resource management, and youth and families through our research, extension, and resident instruction programs. The rental program providing laptops to agriculture students will add momentum to the overall goals of the college, and in particular will aid the CRE in its mission to provide unrestrained support in aiding the development of the Federated States of Micronesia.





#### In a Nutshell



Agriculture is extremely important for the livelihoods of households (HH) across the Federated States of Micronesia (FSM). 63% of HHs report conducting some form of agriculture and forestry. 43% of the labour force conduct agriculture as a primary or secondary activity, and agriculture contributes 14% to overall HH income.

However, most of these agricultural activities are for subsistence. Nearly 40% of HHs produce goods purely for their own consumption (subsistence). Only 24% of FSM HHs have sold any part of their agriculture production. Very few agriculturally active HHs hire labour or use inputs such as fertiliser and irrigation.

Agricultural production varies considerably across states. The most important food crops (in terms of total value sold, gifted and consumed) were: taro in Yap, breadfruit in Chuuk, yam in Pohnpei and banana in Kosrae.

Other crops also provide significant income in some states. Sakau (kava) had the highest value of production in total, and provides the highest income from sales, with more than USD2.5 million in sales in Pohnpei. Betel nut was a major income earner in Yap, and was sold, gifted and consumed across all states.

Livestock is also important for subsistence. 51% of HHs reported raising livestock but only 20% of these HHs sold their production. Pigs are the most important livestock, with 80% of livestock HHs reporting having pigs.







True or False: Food spoilage is any change in food which renders it unfit for eating. It can be due to contamination or natural decay which are both associated to the growth of microorganisms.

a. True b. False

This method of food processing extends the shelf-life of food by adding salt which reduces water activity in a process called Osmosis.

a. Fermentation

b. Salting

c. Thermal Application

d. Drying

It is the microbial breakdown of carbohydrates into alcohols and acids.

b. Cellular Respiration a. Hydrolysis c. Salting d. Fermentation

Also referred to as canning, it kills microorganisms by subjecting food to intense heat and pressure.

a. Pressurization b. Thermal Processing c. Pasteurization d. Salting

This refers to the range of temperature wherein food-borne bacteria can grow to unsafe levels.

a. Heat Zone b. Danger Zone

c. Thermal Zone d. Pathogenic Zone











# MODULE 4 FUNDAMENTALS OF FOOD PROCESSING





### OBJECTIVES

# AT THE END OF THE MODULE, YOU SHOULD BE ABLE TO:

- Cite methods of food processing;
- Explain how food spoilage occurs;
- Demonstrate food safety and sanitation practices;
- Perform occupational safety procedures;
- Practice good housekeeping and proper waste disposal; and
- Identify dietary laws in food processing





### **Topic 1 Principles of Food Processing**

Food is processed for several reasons – to add value to raw agricultural products, to extend shelf-life, to create new food products, to improve the nutritional value of products, to create new food products and more. Food processing has introduced so many products – from bacon to pickles, canned goods, even candies!

METHODS	MEANING
CURING	A method of food processing that involves the applicqtion of salt.
SMOKING	A method of food processing that involves fish or meat to smoke from burning wood.
HOT SMOKING	A method of food processing that is usually done at temperature up to 63-80 degrees Celsius.
COLD SMOKING	A method of food processing that is usually done at temperature up to 27-37 degrees Celsius.
PICKLING	A method of food processing that uses acidic brine to preserve food.
DRYING	A method of food processing that refers to a simple moisture removal like sun-drying.
DEHYDRATION	A method of food processing that controls the temperature, time, and humidity of an equipment where the food id dried.









METHODS	TYPES	MEANING
	LACTIC ACID	Lactic acid fermentation is the anaerobic microbial breakdown of sugar which yields energy in the form of ATP and produces a byproduct called lactic acid. Lactic acid fermentation is caused by good bacteria, which you may have heard is an ingredient of a probiotic drink.
FERMENTATION	ALCOHOLIC	Alcoholic fermentation is the anaerobic microbial breakdown of sugar into alcohol and carbon dioxide due to the addition of yeast. The final product of alcoholic fermentation is ethanol.
	ACETIC ACID	In acetic acid fermentation, ethanol undergoes oxidation to produce vinegar. This type of fermentation follows alcoholic fermentation and uses a mother/starter vinegar from the genus Acetobacter to feed on the alcohol to produce acetic acid.
	PECTIN	Is a soluble gelatinous polysaccharide present in ripe and under-ripe fruits. It is the setting agent of jams and jellies.
SUGAR CONCENTRATION	SUGAR	Has the same osmotic effect as salt that reduces the amount of free water in food where microorganisms multiply.
	ACIDITY	Pertains to the level of acid in fruits and is measured by using a pH meter. Acid toughens the fibers of the gel network.
THERMAL	PASTEURIZATION	It is also referred to as partial sterilization, entails heating food up to 100 degrees Celsius.
APPLICATION	PRESSURIZATION	It kills microorganisms by subjecting it to intense pressure and heat.





#### **Topic 2 Food Safety & Sanitation**

Imagine opening the refrigerator and you see a jar of your favorite food. You are very excited and can't wait to eat it. But as you opened the lid, the rancid smell fills your nostrils and you scrunch your face and say, "Yuck!" The food is expired. But you just bought it last week, you say in vain!

Imagine opening the refrigerator and you see a jar of your favorite food. You are very excited and can't wait to eat it. You open the lid, it looks normal. You eat it but feel something is off. You spend the next 3 hours at the toilet with an upset stomach.

Food spoilage is any change in food that renders it unfit for eating. It can be due to contamination or natural decay which are both associated with the growth of microorganisms.

### CONDITIONS THAT SUPPORT THE GROWTH OF MICROBIAL PATHOGENS INCLUDE:







The growth of microorganisms is significantly attributed to the availability of water. Just like in humans, water supports the growth of bacteria, yeasts, and molds. You may have observed that most food processing methods aim to decrease the concentration of free water by adding sugar or salt or by allowing water to evaporate from the foodstuff. Food spoilage can also be caused by reactions with oxygen, light, and chemical constituents of the food. Furthermore, these causes can act together and increase the rate of food spoilage. When spoiled food is consumed, it can lead to food-borne illnesses.



- single-celled, can only be seen through a microscope - can either be good or bad - produce slimy substance - multiplies fast

+1







- type of fungus - thrives in acidic and sugary solutions, and low moisture environment - can adapt to cold temperatures - used in fermentation but is undesirable in other food products

(+1)





#### COMMON FOOD-BORNE PATHOGENS



Listeria fresh milk. unwashed produce



E. coli fecal contamination



Campylobacter undercooking, unhygienic kitchen



Salmonella undercooking, poor hygiene





Staphylococcus unrefrigerated food coral algae toxin

Ciguatera



Shigella human waste contamination



Botulism damaged cans

#### COMMON CAUSES OF OUTBREAKS OF FOOD-BORNE ILLNESSES

1. Failure to properly refrigerate food.

2. Failure to rhoroughly heat or cook food.

3. Employees who practice poor personal hygiene.

4. Foods prepared a day or more before they are served.

5. Raw, contaminated ingredients incorporated into foods that receive no further cooking.

6. Foods allowed to remain at temperatures favoring bacteria growth.

7. Failure to reheat cooked foods to temperature that kill bacteria.

8. Cross-contamination of cooked foods with raw items either by workers who mishandle foods or through improperly cleaned equipment.





#### HAZARD ANALYSES AT CRITICAL CONTROL POINT (HACCP)

Hazard Analyses at Critical Control Points (HACCP) refers to a food safety management system which identifies, evaluates and controls hazards which are significant for food safety at critical points during a given stage in the food supply chain.

Food Safety Hazards is any biological, chemical, or physical agent in food with the potential to cause adverse effects on health. Examples:

- Biological: bacteria, viruses, parasites, molds
- Chemical: pesticides, processing chemicals, drug residue, allergens
- Physical: bones, pits, glass, metal, hair

Risk is the result of exposure to a hazard.

#### HOW TO DEVELOP A HACCP PLAN

#### There are five (5) steps that you must first take in order to develop the HACCP Plan.

1. Assemble the HACCP Team. Ideally, the HACCP Team is composed of members from different departments: Top Management, Purchasing, Food Safety and Quality Assurance, Production, Maintenance, and Sales.

2. Describe the product. What are the raw materials? What are the product specifications? What should be the conditions for storage?

3. Specify intended use and target consumers. Who can consume the product? Who should not?

4. Draw a flow diagram to describe the process steps. Begin with the supplier and take note of every step that the product undergoes up until distribution.

5. Visit the plant for on-site confirmation of flow diagram.





## **7** Principles of HA Hazard Analysis and Critical Control Points

### **Conduct a hazard analysis**

Determine if any biological, chemical, or physical property, if not contolled, can cause an safety hazard; identify the preventive measures to control these hazards.

## Identify critical control points

The Critical control point (CCP) is a point in the production process in which control is applied to prevent, eliminate, or reduce safety hazards to an acceptable level.

### **Determine the critical limits**

The critical limit is the maximum and/or minimum value in which a safety hazard can be controlled. It is a specific value to which a physical, biological, or chemical hazard must be controlled, prevented, eliminated, or reduced to an acceptable level.

## Define monitoring procedures

The monitoring activities are the process which ensure that every process is under control at each critical control point. The measurements taken, the frequency and who is responsible are part of the monitoring process.

### Implement corrective actions

When a deviation in a critical limit occurs, corrective actions must be initiated. The corrective actions process is put in place to prevent health hazards and establish corrective measures to eliminate the deviation.

## Establish verification procedures

Validation ensures that the HACCP plan is working as designed and that it is successfully producing a safe product. Audits, record reviews, system and equipment calibrations, and product testing may be part of the validation activities.

### **Create record keeping procedures**

Documents must be available to prove that the critical limits are being followed. Documents such as the HACCP team, hazard analysis, monitoring of CCP, critical limits, and the corrective action process must be maintained.

















### **Topic 3 Food Manufacturing Practices**

An effective food processing worker possesses knowledge and skills in food processing techniques. Aside from that, he/she must also be aware of the supervisory aspects of working in the food processing industry.

#### GOOD MANUFACTURING PRACTICES (GMP)

1. Maintaining personal hygiene;

2. Reporting on medical conditions that could potentially contaminate food or could spread disease among your co-workers;

3. Keeping equipment in an appropriate state of repair and condition;

4. Participating in trainings that will equip you with knowledge to effectively perform your iob;

5. Reporting on pest infestations immediately so the management can call an exterminator;

6. Following quality control operations procedure. this requires knowldege of quality standards that ensure that food is suitable for human consumption and that foodpackaging materials are safe and suitable;

7. sanitary handling of raw materials and other ingredients;

8. Monitoring critical control points and implementing corrective action;

9. Recordkeeping for quality audits;

10. Disposing waste properly.











**5S OF GOOD HOUSEKEEPING** 



#### **PROPER WASTE DISPOSAL**

#### SOLID WASTE MANAGEMENT









#### **PROPER DISPOSAL OF CHEMICAL WASTE Aqueous Waste** Organic Solid Waste **Special Cases** (<40% Organic Chemicals) (>40% Organic Chemicals) 1. Lightly Contaminated 1. Sharps No visible loose powders (e.g. needles, · Collect in unlabeled green razor blades, etc.) pails Empty into the solid waste 2. Inorganic Oxidizing drums on the 7th floor · Place in a container Examples: Gloves, Kimwipes , paper towels, empty with a disposal vials/centrifuge tubes, etc. label 1. Non-chlorinated 2. Chemical Examples: 1. Acidic (pH < 4) Peroxides, chromates, etc. Loose powders (e.g. THF, ethyl acetate, hexanes, toluene, Heavily contaminated solid 2. Neutral (pH ~4-10) methanol, etc.) materials 3. Violently Reactive · Contact Ken Greaves and Examples: 3. Basic (pH > 10) Mike Dymarski 2. Chlorinated Used filter paper, unwanted (e.g. DCM, chloroform, samples, heavily contaminated Examples: chlorobenzene, etc.) gloves/kimwipes/paper towels, etc. LAH, nBu-Li, HF, Piranha, etc. 3. Silica gel A Note on Labeling: 3. Chemicals in a 4. Mercury Thermometers Dispose in separate container Indicate the commercial bottle · May not be combined with Labeled separate content in the other types of chemical wastes puncture Undamaged bottle: disposal container resistant Dispose in original • Write out all 4. Chemicals in a commercial bottle container bottle (no label chemical names Undamaged bottle: necessary) . If the content is a Dispose in original bottle 5. Any uranium, thorium or mixture of chemicals, (no label necessary) mercury containing indicate the major Damaged bottle: components and list Arrange disposal with compounds Damaged bottle: the most hazardous **Chem Stores** Contact Ken Greaves and Place in secondary containe component(s) Mike Dymarski with a waste label





#### **Topic 4 Dietary Laws**

#### HALAL GUIDELINES IN FOOD PROCESSING

SOURCES	EXAMPLES		
ANIMAL	<ul> <li>(a) Pigs and boars.</li> <li>(b) Dogs, snakes, and monkeys.</li> <li>(c) Carnivorous animals with claws and fangs such as lions, tigers, bears and other similar animals.</li> <li>(d) Birds of prey with claws such as eagles, vultures, and other similar birds.</li> <li>(e) Pests such as rats, centipedes, scorpions, and other similar animals.</li> <li>(f) Animals that are forbidden to be killed in Islam i.e., ants, bees and woodpecker birds.</li> <li>(g) Animals which are considered repulsive generally like lice, flies, maggots and other similar animals.</li> <li>(h) Animals that live both on land and in water such as frogs, crocodiles, and other similar animals.</li> <li>(i) Mules and domestic donkeys.</li> <li>(j) All poisonous and hazardous aquatic animals.</li> <li>(k) Any other animals not slaughtered according to Islamic Law.</li> <li>(l) Blood</li> </ul>		
PLANT	Intoxicating and hazardous plants except where the toxin or hazard can be eliminated during processing.		
DRINK	(a) Alcoholic drinks. (b) All forms of intoxicating and hazardous drinks.		
FOOD ADDITIVES	All food additives derived from prohibited animals, plants, and drinks.		





#### **KASHRUT GUIDELINES IN FOOD PROCESSING**

PERMITTED	FORBIDDEN
meat from animals that "have cloven hooves" and "chew the cud"	meat from animals that only fulfill one condition such as: (a) Pigs (have cloven hooves but does not chew cud) (b) Camel (chews the cud but does not have cloven hooves)
milk derived from kosher animals (have cloven hooves and chew the cud)	dairy products that are derived from non- kosher sources
goose, duck, chicken, turkey	birds of prey such as eagle, owl, vulture, stork
eggs of kosher birds	eggs of non-kosher birds and eggs that contain blood inside the shell
fish with fins and scales such as tuna, salmon, and herring	shellfish such as shrimps, crabs, mussels, and lobsters
all products that grow in the soil – plants, bushes, trees	insects and infested plants
wine produced in a kosher winery	(a) hybrid fruits (b) fruits from trees planted within the last three years





## **POST-TEST**

True or False: Food spoilage is any change in food which renders it unfit for eating. It can be due to contamination or natural decay which are both associated to the growth of microorganisms.

a. True b. False

This method of food processing extends the shelf-life of food by adding salt which reduces water activity in a process called Osmosis.

a. Fermentation

b. Salting

c. Thermal Application

d. Drying

It is the microbial breakdown of carbohydrates into alcohols and acids.

a. Hydrolysis b. Cellular Respiration c. Salting d. Fermentation

Also referred to as canning, it kills microorganisms by subjecting food to intense heat and pressure. a. Pressurization b. Thermal Processing c. Pasteurization d. Salting

This refers to the range of temperature wherein food-borne bacteria can grow to unsafe levels.

a. Heat Zone b. Danger Zone

c. Thermal Zone d. Pathogenic Zone











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