**Conference for Food Protection**

**2012 Issue Form**

**Internal Number: 071**

**Issue: 2012 II-022**

**Title:**

Administrative Procedures for Retail Food Program Standards

**Recommended Solution: The Conference recommends...:**

that a letter be sent to FDA requesting that:

1. FDA develop and maintain an addendum to the Voluntary National Retail Food Regulatory Program Standards that describes the administrative processes used by FDA to implement the Program Standards and by jurisdictions that choose to be active participants in the Program Standards, and that the addendum address how, and with what frequency, to:

* Enroll jurisdictions in the Program Standards;
* Measure and report progress made by jurisdictions in assessing and auditing their programs for conformance with the Voluntary Retail Food Regulatory Program Standards 1 through 9 (including submission of specific forms);
* Recognize those jurisdictions meeting the Standards, including how jurisdictions are listed on the FDA website;
* Interpret the Standards and resolve disputes concerning the results of non-conforming audits; and
* Otherwise successfully implement the Program Standards.

2. Upon availability of an administrative procedures document, FDA will amend Program Standard 9, as shown in Attachments A and B, to remove language that describes the administrative processes used by jurisdictions to demonstrate implementation of the Program Standards but that are not requirements for conformance with Program Standard 9-Program Assessment and to make necessary editorial changes, as needed;

3. During development of the administrative procedures document, FDA consult the CFP Program Standards Committee for input on its content and format and on the placement of such a document as an addendum to the Standards.

It is the policy of the Conference for Food Protection to not accept Issues that would endorse a brand name or a commercial proprietary process.