

Conference for Food Protection – Committee FINAL Report

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COMMITTEE NAME: Program Standards Committee – Subcommittee #1

DATE OF FINAL REPORT: 10/31/2019

COMMITTEE ASSIGNMENT: Council I Council II Council III Executive Board

REPORT SUBMITTED BY: Andre C. Pierce

COMMITTEE CHARGE(S):

Issue #2018 II-013

1. Examine whether there is an additional burden place on enrollees or FDA (in time, money, or added complexity of the Standards) associated with development of a system to ensure that jurisdictions are uniformly recognized for partial achievement of the Standards (charge originally assigned via Issue 2016 II-009)
2. Identify work on a cost/benefit analysis for recognizing partial achievement of the VNRFRPS following clarification from the FDA (charge originally assigned via 2016 II-009)
3. Identify inconsistencies in language between all Standards in the VNRFRPS

Issue #2018 II-014 – not originally assigned as a charge – Executive Board asked the PSC to continue work with partial recognition (#1) and plan review (#3)

1. 2018 II-014 #1 – Recognize that enrolled agencies, especially local regulator, may not have control over their retail food regulations. Recognize efforts made to achieve this standard when the gap can be documented by the enrollee as part of their Standard 1 self-assessment.
2. 2018 II-014 #3 – Work with PSC to include plan review in the VNRFRPS. The committee recognizes that facility design and construction support behaviors that reduce the occurrence of foodborne illness risk factors.

COMMITTEE WORK PLAN AND TIMELINE:

1. See the Program Standards Committee Work Plan document.
2. All subcommittee work was completed in October, 2019.

COMMITTEE ACTIVITIES:

1. **Dates of committee meetings or conference calls:** 2/19/2019, 3/21/2019, 5/1/2019, 5/30/2019, and 6/27/2019.
2. **Overview of committee activities:** Subcommittee #1 (Issue # 2018 II-013 & Issue # 2018 II-014) –The PSC co-vice chair, Andre Pierce took the lead on scheduling subcommittee meetings. His work got the subcommittee on track to complete the assigned charges by the deadline. Members of the committee developed a survey related to partial achievement that was sent to VNRFRPS enrolled jurisdictions in North Carolina and Texas. There were 47 respondents- 91% were local jurisdictions. The results showed that most jurisdictions would like some way to track their partial achievement of standards for internal purposes only. Only three of the 47 respondents wanted a public facing website to report. Nearly half (49%) of the respondents had not heard about the tracking spreadsheet. The committee used the data to develop the position that the tracking spreadsheet is a useful tool for internal self-reporting and needs to be marketed, rather than having a public website for reporting. The issue will reflect these discussions and will close this charge. Additionally, the subcommittee discussed the value of plan review to support behaviors that reduce the occurrence of risk factors associated with foodborne illness. The subcommittee developed draft criteria and is recommending that those ideas be explored further in the next biennium with the submittal of PSC Issue #5 Continuation of Issue 2018 II—014 PSC2 Plan Review Incorporation in the Program Standards. The subcommittee also discussed potential inconsistencies in the VNRFRPS. No changes were identified at this time.
3. **Charges COMPLETED and the rationale for each specific recommendation:**
 - a. 2018 II-013 #1 – The subcommittee determined through a survey that Jurisdictions need tools to report progress on compliance with the Retail Program Standards to their boards, councils and other policy makers. The self-assessment tool is adequate for presenting data internally. The subcommittee developed an issue asking FDA to maintain and publish the SA Tool
 - b. 2019 II-013 #2 – The subcommittee determine there is minimal burden to maintain and post the SA Tool on the FDA website
 - c. 2018 II-014 #1 - The subcommittee determined through a survey that Jurisdictions need tools to report progress on compliance with the Retail Program Standards to their boards, councils and other policy makers. The self-assessment tool is adequate for presenting data internally. The subcommittee developed an issue asking FDA to maintain and publish the SA Tool
4. **Charges INCOMPLETE and to be continued to next biennium:**
 - a. 2018 II-014 #3 – The subcommittee recommends continuation of Issue 2018 II-014, charge 1, to have the FDA work with the Program Standards Committee (PSC) to incorporate plan review in the Voluntary National Retail Food Regulatory Program Standards (VNRFRPS).

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COMMITTEE REQUESTED ACTION FOR EXECUTIVE BOARD:

X No requested Executive Board action at this time; all committee requests and recommendations are included as an Issue submittal.

LISTING OF CFP ISSUES TO BE SUBMITTED BY COMMITTEE:

1. PSC Issue #4 Maintenance and Posting of the Self-Assessment Tool (SA Tool)

a. List of content documents submitted with this Issue: None

b. List of supporting attachments:

(1) Subcommittee #1 Final Report (see attached PDF)

(2) Draft 2017 VNRFRPS Self-Assessment Audit Form (see attached PDF)

2. PSC Issue #5 Continuation of Issue 2018 II-014 PSC2

a. List of content documents submitted with this Issue:

b. List of supporting attachments: No supporting attachments submitted

(1) Subcommittee #1 Final Report (see attached PDF)

(2) Preliminary Plan Review Proposal

(3) CFP Plan Review Guide (see <http://www.foodprotect.org/media/guide/2016-plan-review-manual.pdf>)