

**Conference for Food Protection  
2020 Issue Form**

**Issue: 2020 II-020**

**Council Recommendation:** Accepted as Submitted \_\_\_\_\_ Accepted as Amended \_\_\_\_\_ No Action \_\_\_\_\_

**Delegate Action:** Accepted \_\_\_\_\_ Rejected \_\_\_\_\_

*All information above the line is for conference use only.*

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**Issue History:**

This issue was submitted for consideration at a previous biennial meeting, see issue: 2018 II-014; new or additional information has been included or attached.

**Title:**

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

**Issue you would like the Conference to consider:**

The Program Standards Committee recommends the SA Tool spreadsheet be maintained by FDA and posted on the Voluntary National Retail Food Regulatory Program Standards (Retail Program Standards) web page as a resource for programs enrolled in the Retail Program Standards.

**Public Health Significance:**

Jurisdictions need tools to report progress on compliance with the Retail Program Standards to their boards, councils and other policy makers. The SA Tool is a spreadsheet created by FDA that mirrors the content of the Retail Program Standard forms, but is a single location to track each standard and summarizes the overall progress in a single table. Many enrolled jurisdictions are not aware of the existence of the SA Tool. Posting the SA Tool on the Retail Program Standards web page will make it accessible to enrolled jurisdictions. The SA Tool should be modified as the Program Standards are updated.

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

That a letter be sent to FDA asking them to:

1. Maintain the SA Tool that aligns with revisions of the Retail Program Standards
2. Post the SA Tool on the FDA Retail Program Standards web site under the "Information about Enrolling and Participating in the Retail Program Standards" section of the page with a notation that it is not a required form. <https://www.fda.gov/food/voluntary-national-retail-food-regulatory-program-standards/voluntary-national-retail-food-regulatory-program-standards-november-2019>

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**Supporting Attachments:**

- "PSC Issue #4 list of supporting attachments"

*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.*

PSC Issue #4 list of supporting attachments

(1) See Issue titled: Report – 2018-2020 Program Standards Committee; Attachment title: Program Standards Committee subcommittee #1 final report

(2) See Issue titled: Report – 2018-2020 Program Standards Committee; Attachment title: Draft 2017 VNRFRPS Self-Assessment Audit Form