

**Conference for Food Protection 2008-2010  
Executive Board Meeting Committee Update – Program Standards Committee Report**

March 6, 2009

Submitted By: Liza Frias, Chair

**Committee Charge(s):**

1. Serve as a stakeholder group to provide input to an FDA internal working group which will be considering administrative functions such as
  - The frequency of revision of the Program Standards document
  - Effective dates/timeframes for meeting new requirements of the Standards
  - Dissemination of changes to the Program Standards document and supporting tools and training materials
  - Mechanisms for encouraging timely self-assessments and audits by enrolled jurisdictions
  - Mechanisms for making changes to the PS documents
2. Formulate resolutions to issues brought before the Committee for language changes to the Program Standards prior to the 2010 CFP biennial meeting.

**Committee Membership (Name, Constituency, Employer and email):**

Last Name	First Name	Employer	Email
Campbell	Doug	Environmental Health Testing	<a href="mailto:dcampbell@nrfsp.com">dcampbell@nrfsp.com</a>
Everly	Vicki	Santa Clara County Department of Environmental Health	<a href="mailto:vicki.everly@deh.sccgov.org">vicki.everly@deh.sccgov.org</a>
Finkenbinder	Dean	Wyoming Department of Agriculture	<a href="mailto:dfinke@state.wy.us">dfinke@state.wy.us</a>
Frias	Liza	Supervalu	<a href="mailto:liza.frias@supervalu.com">liza.frias@supervalu.com</a>
Hendy	Ruth	Texas Department of State Health Services	<a href="mailto:ruth.hendy@dshs.state.tx.us">ruth.hendy@dshs.state.tx.us</a>
Hilton	DeBrenna	Tulsa Health Department	<a href="mailto:dhilton@tulsa-health.org">dhilton@tulsa-health.org</a>
Juarez	Padraic	Florida Department of Health	<a href="mailto:padraic.Juarez@doh.state.fl.us">padraic.Juarez@doh.state.fl.us</a>
Klein	Ron	Alaska Department of Environmental Conservation	<a href="mailto:ron.klein@alaska.gov">ron.klein@alaska.gov</a>
Mathis	Aleric	Florida Department of Health	<a href="mailto:ric_mathis@doh.state.fl.us">ric_mathis@doh.state.fl.us</a>
Miller	Tomeji	City of Plano Environmental Health	<a href="mailto:tomejim@plano.gov">tomejim@plano.gov</a>
Read	David	Minnesota Department of Agriculture	<a href="mailto:david.read@state.mn.us">david.read@state.mn.us</a>
Watts	Debbie	Tulsa Health Department	<a href="mailto:dwatts@tulsa-health.org">dwatts@tulsa-health.org</a>

**Progress Report/Committee Activities:**

The Program Standards Committee convened its first meeting on January 29, 2009 to begin discussion on the following items submitted by the FDA Program Standards Workgroup.

- **The frequency of revision of the Program Standards (PS) document**

FDA would like feedback on whether the frequency of revision currently meets the needs of state, local, and tribal jurisdictions. Recommendations for changing the PS document are vetted every 2 years at the CFP. Changes are then made to the document. What changes, if any, can FDA or others make to improve the process by which changes are made or the revision frequency itself?

- **Effective dates/timeframes for meeting new requirements to the Standards**

FDA would like feedback on whether or not the current approach to establishing timelines for meeting new requirements is effective in meeting the needs of state, local, and tribal jurisdictions. Currently, a jurisdiction that has not yet completed its self assessment must meet any new requirements in a revised Standard in order to achieve conformance with that Standard. Jurisdictions that already meet a certain Standard before the changes go into effect have a specific deadline to meet the requirements to continue meeting the standard. For instance, changes to Standard 2 were approved by the 2006 CFP. The effective date of these changes was January 1, 2007. Jurisdictions that met Standard 2 had to implement the changes for any new staff hired after 1/1/07 in order to continue meeting the Standard. What changes, if any, can FDA or others make to improve the implementation process?

- **Dissemination of changes to the Program Standards (PS) document and its supporting tools and materials**

FDA would like feedback on whether our methods of dissemination are currently meeting the needs of state, local, and tribal jurisdictions. Currently, the revised PS document is posted on FDA's website and is distributed electronically and by hard copy to all enrolled jurisdictions. FDA includes the latest version of the PS document on the *PS Self-Assessment and Audit CD* and *Retail Food Resource Disk* (both are updated approximately every 2 years). We welcome comment on a plan to revise the audit procedure and *PS Self-Assessment and Audit CD* concurrently with the revision of the PS document (every 2 years) and distribute these CDs to all enrolled jurisdictions. Along with each PS document revision, we issue a Summary of Changes document electronically and by hard copy. Currently, we do not post this document on our website. Are hard copies needed by enrolled jurisdictions? What changes, if any, can FDA or others make to improve the communication and materials distribution process?

- **Mechanisms for encouraging timely self assessments (SAs) and audits by enrolled jurisdictions**

FDA is considering what it can do to encourage jurisdictions to complete their SAs, audits, and risk factor studies in a timely manner and to promote the implementation by jurisdictions of specific intervention strategies to reduce the occurrence of specific risk factors in need of priority attention. Specifically, what if anything can be done by FDA or others to improve achievement of key Program Standards milestones?

- **Need for additional changes or improvement to the Standards**

FDA would like general feedback on the use and implementation of the individual Standards and whether changes are needed to the requirements of one or more of the Standards. If you believe that changes or improvements can be made to one or more of the Standards, please give a brief summary of the changes needed and the reason why.

- **Need for and practicality of audit oversight**

FDA welcomes input from the CFP on what type of FDA oversight of the verification audit process, if any, may be most useful to enrolled jurisdictions.

The committee agreed to have monthly meetings to be held on the last Thursday of each month. The committee is making great progress and will submit its recommendations to the FDA Program Standards Workgroup by means of a summary report when all issues have been reviewed.